

**INDUSTRIAL TRAINING REPORT:
UNIVERSITI SAINS MALAYSIA (USM)**

**SPECIAL PROJECT: INTERNATIONAL CONFERENCE ON
LIBRARIES (ICOL) WEBSITE**

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

01 AUGUST 2016 – 31 DECEMBER 2016

DECLARATION

I 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 declare 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


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2014689314

Date of submission: 11TH January 2016

ACKNOWLEDGEMENT

Assalamualaikum w.b.t

First of all, praises to Allah for His continuous blessing that allow me to finish the industrial training and this report before the due date and I hope that I had given the best result. The internship opportunity I had with Universiti Sains Malaysia (USM) was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the industrial training coordinator, Mrs. Izzatil Husna Binti Arshad, faculty supervisor, Mr. Faizal Haini Bin Fadzil, visiting supervisor, Mr. Mahadi Bin Mahmood who in spite of being extraordinarily busy with their duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

I express my deepest thanks to Mr. Adnan Bin Hamid, Ketua Seksyen Pusat Pengetahuan Komunikasi dan Teknologi for taking part in useful decision & giving necessary advices and guidance and arranged all facilities to make life easier. I choose this moment to acknowledge his/her contribution gratefully.

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I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives. Hope to continue cooperation with all of you in the future.

ABSTRACT

The purpose of this documentation is to report about the recently industrial training that had been started from 1st August 2016 until 30th December 2016 in Pusat Pengetahuan Komunikasi & Teknologi and Hamzah Sendut Library at Universiti Sains Malaysia (USM) Pulau Pinang under the supervision of Mr. Adnan Bin Hamid as the Ketua Seksyen Pusat Pengetahuan Komunikasi & Teknologi. This documentation provide the details regarding all the activities that is done by the intern during the industrial training. The intern had been assigned with a special project which is to develop a new website for International Conference on Libraries (ICOL) Website for Hamzah Sendut Library. The current website for the International Conference is not attractive and need to be change with a new website to make it more attractive and interactive. From the intern observation, all the evidence, opinions and recommendations are being included in this documentation.

Keyword: ICOL Website, industrial training, website development

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CHAPTER 1 : INTRODUCTION

1.1 Background of Organization



Figure 1 Logo of Universiti Sains Malaysia (USM)

Universiti Sains Malaysia (USM) has been established as the second university in the country in the year 1969, Universiti Sains Malaysia (USM) was first known as Universiti Pulau Pinang. In 1971, USM moved from its temporary premises at the Malayan Teacher's Training College, Bukit Gelugor to the present 416.6 hectare site at Minden, approximately 9.7 km from Georgetown.

USM offers courses that ranging from Natural science, Applied Science, Medical and Health Sciences, Pharmaceutical Sciences to Building Science and Technology, Social Sciences, Humanities, and Education. These are available at undergraduate and postgraduate levels to approximately 30,000 students at its 17 Academic Schools on the main campus in the island of Penang; 6 Schools at the Engineering Campus in Nibong Tebal (approximately 50km from the main campus); and 3 at the Health Campus in Kubang Kerian, Kelantan (approximately 300km from the main campus)

USM also has 17 dedicated research centres for a wide range of specialisations which include archaeology, medicine and dentistry, molecular medicine, science

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and technology, Islamic development and management studies, and policy research and international studies. It also provides consultancy, testing, and advisory services to the industry under the ambit of USAINS Holdings Sdn Bhd, the university's commercial arm.

Since the beginning, USM has adopted the School system rather than the traditional Faculty system to ensure that its student are multi-disciplined from their exposure to other areas of study by other Schools. It also encourages students to be active in extra-curricular activities given the myriad of clubs and societies available.

As a Research Intensive University recognised by the Ministry of Higher Education Malaysia (MOHE) in 2007, USM offers educational and research opportunities to students and staff. In 2008, USM also become the first university in the country to be selected by the Malaysian government to participate in the Accelerated Programme for Excellence (APEX), a fast-track programme that helps tertiary institutions achieve world-class status.

Table 1 General Information of Universiti Sains Malaysia (USM)

Organization Name	Universiti Sains Malaysia (USM)
Establishment Year	1969
Address	Universiti Sains Malaysia 11800 USM Penang, Malaysia
Telephone Number	+604-653 3888
Fax Number	+604-653 6484
Website Address	https://www.usm.my/index.php/en/
E-mail Address	pro@usm.my

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1.1.1 Services of the Organization

Universiti Sains Malaysia (USM) offers programme for undergraduate and postgraduate that are conducted by schools in USM campus. Universiti Sains Malaysia (USM) also provides various services for its students such as hostel accommodation, counselling/ motivational guidance, sport and recreational amenities like soccer fields, 8-lane synthetic running track, an AstroTurf hockey stadium and an Olympic-sized swimming pool. Cultural events/ activities are organised at the Cultural Hall to foster closer ties among students. There are also various clubs and societies that cater to a wide array of interests. These include the Political Science Society, Computer Science Club, Indian Cultural Club, navigator Society, Astronomy Club, Debating & Public Speaking Club, and mass Communication Club to name a few. The Counselling Unit at USM offers support services to help develop students' potential and capabilities.

Besides contributing to the national research effort and advancement of knowledge in general, the University has also taken steps to identify and periodically assess areas of research which are deserving of special support in order to compete more effectively for external funds. In USM's bid to provide better incentives for the development of new products and processes by its staff, it has recently drawn up specific rules governing the patenting and commercialization of research results.

1.1.2 Branches of Organization

Universiti Sains Malaysia (USM) have four branches in two big state in peninsular Malaysia. The main campus of Universiti Sains Malaysia (USM) was located at Gelugor, Pulau Pinang, The Engineering campus was located at Nibong Tebal, Pulau Pinang, Health campus was located at Kubang Kerian, Kelantan and the Advance Medical Dentist Institute was located at Bertam, Pulau Pinang.

1.1.3 Mission & Vision

In Universiti Sains Malaysia (USM) it has its own vision and mission that used to enhance their function

Vision

“Transforming Higher Education for a Sustainable Tomorrow”

Mission

USM is a pioneering, transdisciplinary research intensive university that empowers future talents and enables the bottom billions to transform their socio-economic well-being

Value

Quality, Equality, Availability, Accessibility, Affordability, Appropriateness

Thrust

Knowledge, The Future, Uniqueness, Sustainability, Humanity, Universality, Change, Sacrifice, Wellness

1.1.4 Charter

USM are committed to achieve their mission and vision through:

- Empowering students with the values and characteristics that are accepted in local & global markets
- Empowering students to enhance future leadership talents to build a human capital that is holistics and sensitive to social issues and global changes in the process of nation building
- Empowering researchers to improve the research & innovation that are recognised and make an impact on society and the survival of a sustainable world






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- Strengthening academic excellence through continuous professional development and keeping abreast with technology
- Educating and strengthening efforts to realise the sustainability agenda of the University
- Strengthening University collaborations in various local & global strategic networks
- Strengthening the governance of the University through the improvement of quality & continuous professional development







1.2 Organizational Structure

Top Management

Table 2 List of Vice Chancellor and Deputy Vice Chancellor

Position	Details
	Vice-Chancellor Professor Datuk Dr. Asma Ismail FASc
	Deputy Vice-Chancellors (Academic and International Affairs) Professor Dato' Dr. Ahmad Shukri Mustapa Kamal
	Deputy Vice-Chancellors (Industry and Community Network) Professor Dr. Abdul Rahman Mohamed
	Deputy Vice-Chancellors (Student Affairs and Alumni) Professor Dato' Dr. Adnan Hussein
	Deputy Vice-Chancellors (Research and Innovation) Professor Dato' Dr. Muhamad Jantan

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	Director of Health Campus Professor Dr. Ahmad Sukari Halim
	Director of Engineering Campus Professor Dr. Ahmad Farhan Mohd Sadullah
	Registrar Professor Dato' Dr. Abd. Aziz Tajuddin
	Bursar Dr. Rohayati Mohd. Isa
	Legal Adviser Dr. Khairul Anuar Che Azmi
	Ombudsman Professor Dato' Seri Md. Salleh Yaapar Jufa

CHAPTER 2 : ORGANIZATION INFORMATION

2.1 Departmental Structure

Universiti Sains Malaysia (USM) have various schools and centre that support the flow of administrative work that assist in making the successful university. There are research centres, service centres, and unit. The research centre support the university in making research on the fields that Universiti Sains Malaysia (USM) offers. While, the service centres are the centre that provide support work in university campus for the use of the students and staff and also public community. In Universiti Sains Malaysia (USM), it also have a unit that focusing on a specific field by doing a research. In USM there are 26 research centres such as :

Table 3 List of Universiti Sains Malaysia (USM) Research Centres

Research Centres	Advanced Management Centre
	Advance Medical and Dental Institute
	Biomedical and Health Sciences Research Platform
	Centre for Archaeological Research Malaysia
	Centre for Drug Research
	Centre for Education, training and Research in Renewable Energy and Energy efficiency
	Centre for International Studies
	Centre for Islamic Development Management Studies
	Centre for Marine and Coastal Studies
	Centre for Policy Research & International Studies
	Collaborative Microelectronic Design Excellence Centre
	Doping Control Centre

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	Engineering and Technology Research Platform
	Fundamental Sciences platform
	Human Genome centre
	Institute for Research in Molecular Medicine
	Malaysia Institute of Pharmaceuticals and Nutraceuticals
	National Advances IPv6 Centre
	National Higher Education Research Institute
	National Poison Centre
	Platform for Clinical Sciences Research
	Platform for Information and Communication Technology Research
	Platform for Life Sciences Research
	Platform for Social Transformation Drainage Research Centre
	River Engineering and Urban Drainage Research Centre
	Women's Development Research Centre

Table 4 List of Universiti Sains Malaysia (USM) Service Centre

	Centre for Instructional Technology and Multimedia
	Centre for Knowledge, Communication & Technology

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Service Centres	Cultural Centre
	Hamdan Tahir Library
	Hamzah Sendut Library
	Islamic Centre
	Museum & Gallery Tuanku Fauziah
	USM Press
	Technical Facilities Centre
	Centre for Language and Translation

Table 5 List of Universiti Sains Malaysia (USM) Unit

Units	Astronomy and Atmospheric science Research Unit
	Basic Education Research Unit
	Computer-Aided Translation Unit
	Engineering Innovation and Technology Development Unit
	Laboratory Animal Research Unit
	Research and Education for Peace Unit
	Student Development and Advisory Unit
	Vector Control Research Unit

All of this units and centres did a support work that assists the university work. The trainee, that is Mohammad Ashraf Bin Kamal, has been placed at Centre for Knowledge, Communication and Technology under of Information System Unit. The trainee was placed under the provision of Mr. Adnan Hamid.

2.1.1 Departmental Background for Centre For Knowledge, Communication & Technology

Centre for Knowledge, Communication & Technology has been established on December 2002. In Centre for Knowledge, Communication & Technology there are three main department that provide ICT services that has been combined together under one main department. The department that has been combined together consists of Administrative, Academic and Management ICT Services. Centre for Knowledge, Communication & Technology role as one main centre that provide ICT services that competent and affective for the campus community and outside community that is related.

2.1.1.1 Departmental Mission, Vision & Objectives for Centre for Knowledge, Communication & Technology

Mission

Provide ICT services that is competent and affective in contexts :

1. Teaching and Learning
2. Research and Innovation
3. Management

Ensure the preparedness of services that can be hoped towards the info structure dan ICT services that align with the operation needs and university strategic.

Vision

Centre for Knowledge, Communication & Technology role as a catalyst towards innovation. Consolidating its operational roles align with the university ICT strategic plan.

2.1.1.3 Section Organizational Chart A) Info structure Section

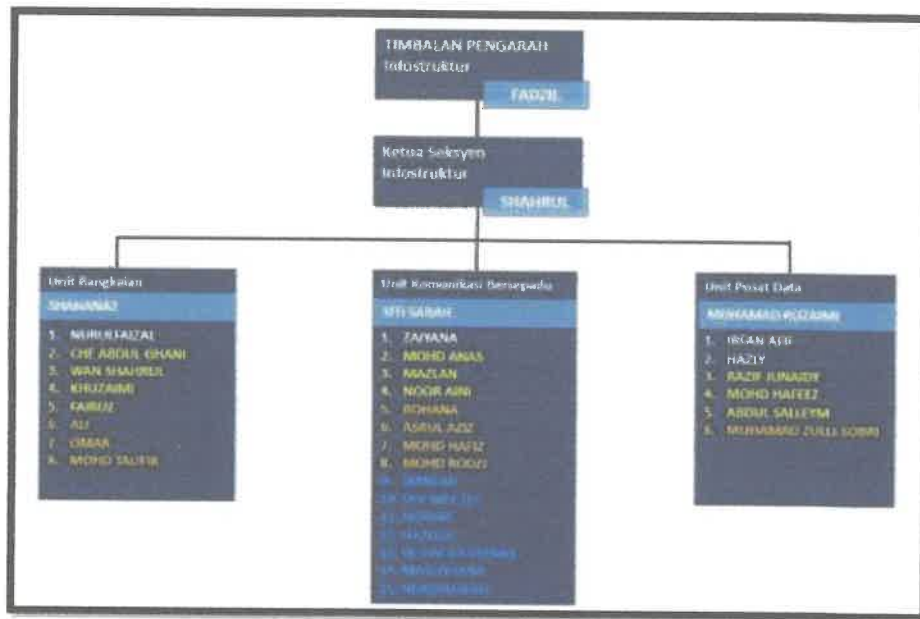


Figure 3 Organizational Chart for Info Structure Section

B) Information System Section

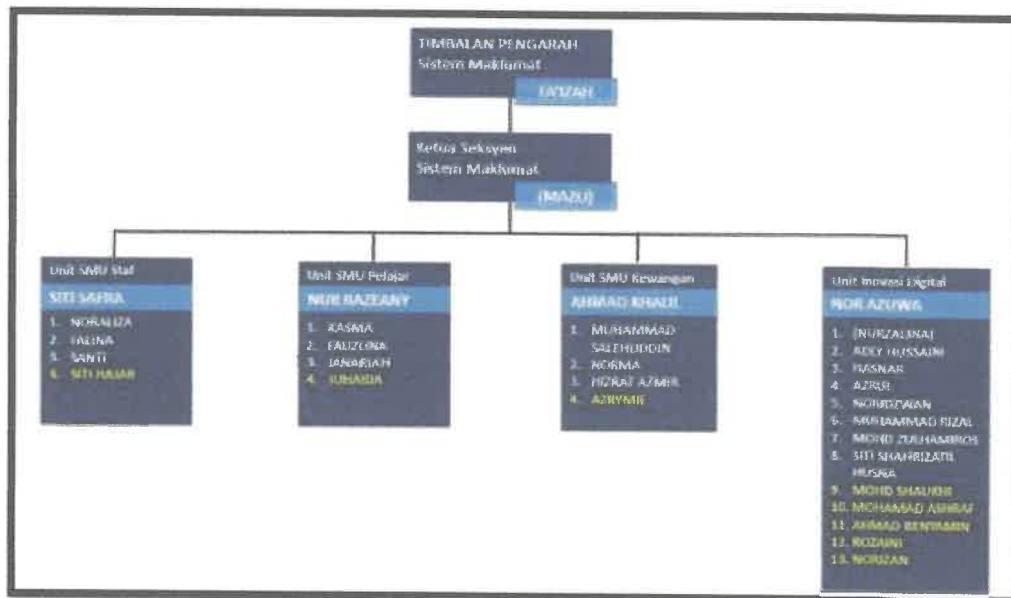


Figure 4 Organizational Chart for Information System Section

C) Administrative and Technical Support Section

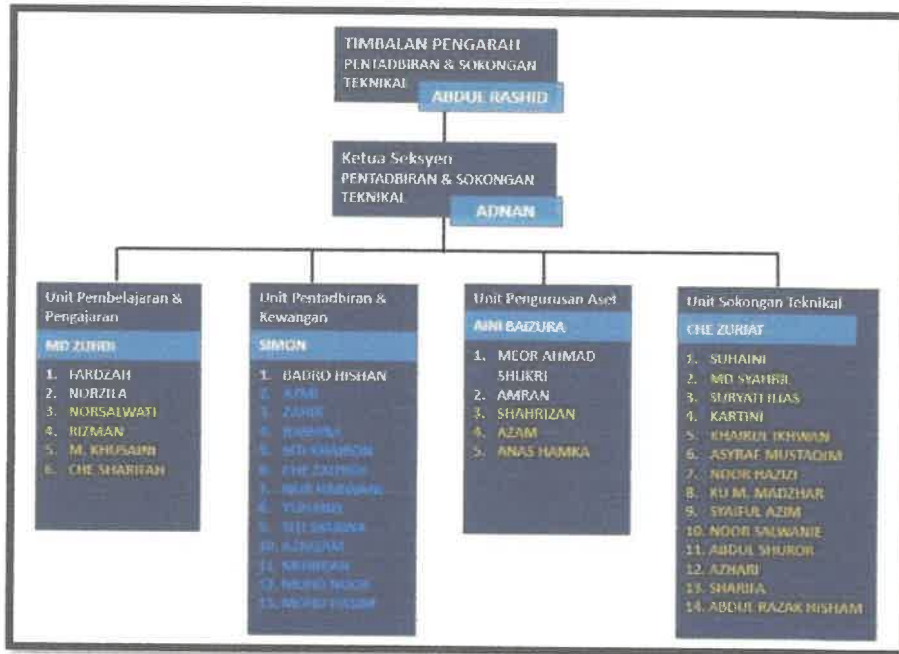


Figure 5 Organizational Chart for Administrative and Technical Support Section

D) Software House & ICT Security Unit Section

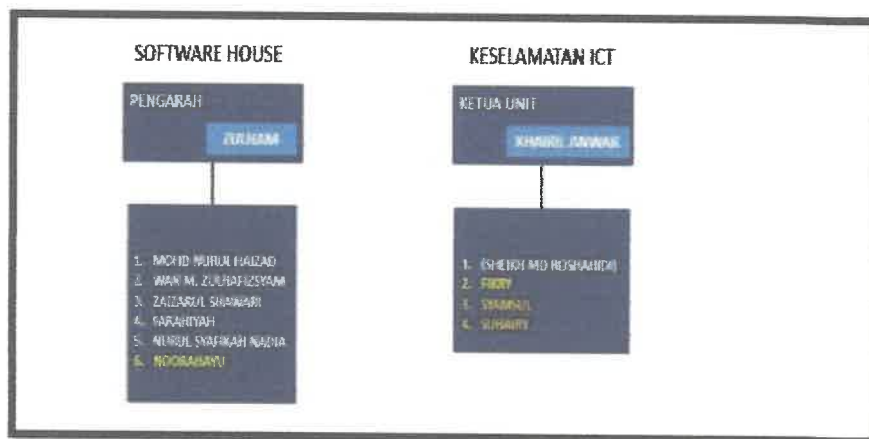


Figure 6 Organizational Chart for Software House & ICT Security Unit Section

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2.1.2 Departmental Background for Hamzah Sendut Library

Hamzah Sendut Library has been established in 1969, initially the library operated in borrowed premises at the Malayan Teacher's Training College, Gelugor. When USM moved to its own permanent campus at Minden in 1971, the Library was housed in a heritage building which is now the University's Museum and Gallery. The main library moved to its present three-storey building (Perpustakaan Hamzah Sendut 1) in 1979 and an additional Library building (Perpustakaan Hamzah Sendut 2) was build in 1996. On 10 December 204 the main Library was named Hamzah Sendut Library taken afer the name of the first USM Vice Chancellor, Tan Sri Hamzah Sendut.

2.1.2.1 Departmental Mission, Vision Hamzah Sendut Library

Mission

To be an Academic and Research library that owns valuable resources and render quality services to support Universiti Sains Malaysia as an excellent higher learning institution in teaching, learning, research, negotiation and human development which also contribute towards knowledge improvement.

Vision

To become a catalyst to the development of science, scholarship, and lifelong education for sustainable development

Motto

Knowledgeable, Integrity, Progressive

Library Quality Statement

Aspire to render excellent information services to fulfil the needs and satisfaction of our customers through practices and continuous improvement

2.1.2.2 Departmental Organizational Chart

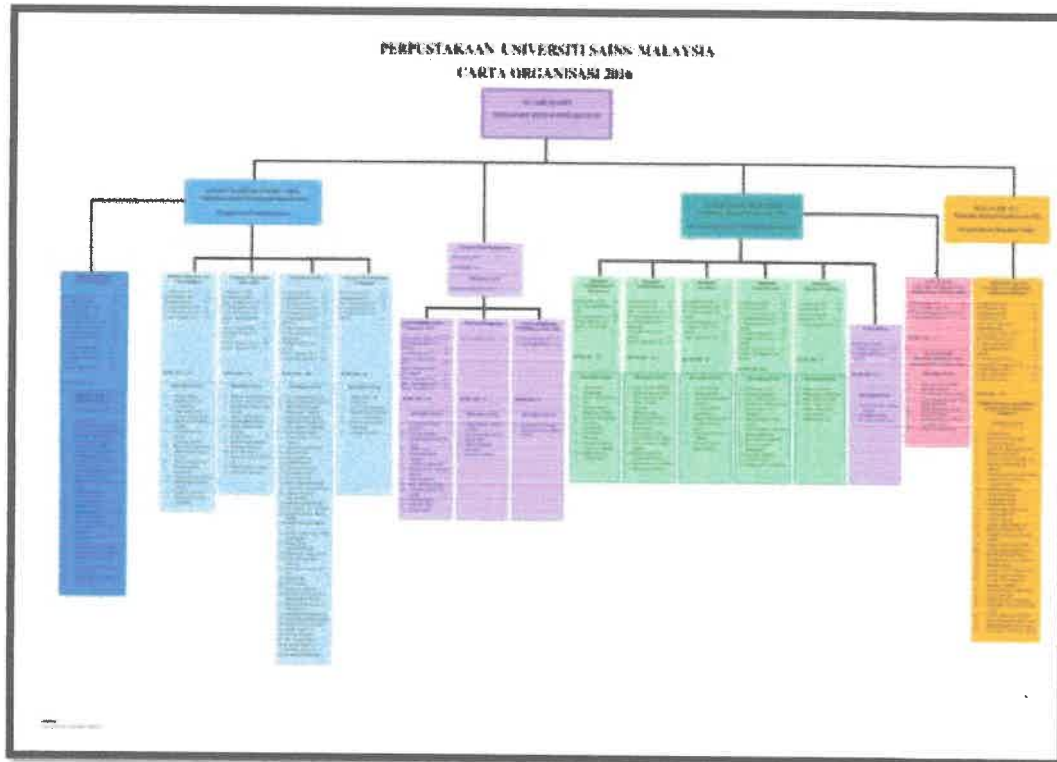


Figure 7 Organizational Char for Perpustakaan Hamzah Sendut

2.1.2.3 Section Organizational Chart

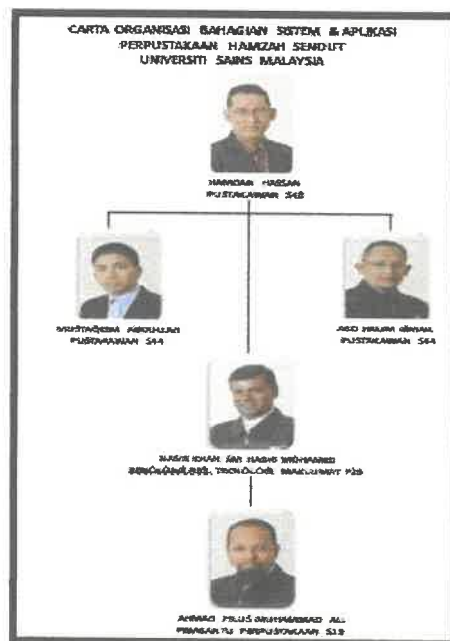


Figure 8 Organizational Chart for System & Application Department

2.2 Department Function

2.2.1 Information System Unit

Information System Unit is one of the departments under Centre for Knowledge, Communication & Technology. Information System Unit functioned is, to support the roles of Centre for Knowledge, Communication & Technology such as to handles the staff information system, student information system, documentation and web, application developing and also application catalogue.

2.2.1.1 University Staff Information System Services

- Prepared, manage, monitoring and upgrading Online Platform (System) that managed to handle university daily operation task well, efficiently and smoothly.
- Automate the human resource process.
- Developed system that user friendly and fulfil the user needs
- Create an integrated University Staff Information System
- Provide an online platform to facilitate the staff
- Regulating the university main process that involve staff
- Reviewing and redeveloped the existing system to strengthen and accelerate daily operations
- Improve the system to the latest user requirement and to meet the need of the ministry and Public Service Department (PSD)
- Provide training and manual to users each time a new system has been developed and provide scale training as needed
- Assist the government in providing training for e-government systems
- Provide data, report and statistics to related parties
- Provide data for ministry and Public Service Department needs
- Provide access to staff information for authorize parties in university
- Provide advisory services regarding technical matters that related with University Staff Information System
- Provide consultation services to needed agencies

2.2.1.2 University Student Information System Services

- Provide a platform for university management to carry out the administration work using technology (client or web based)
- Provide an integrated system with up to date information
- Provide application that assist the administration and academic affairs
- Provide report or statistics need
- Assist IT team in PTJ (Bursary) in term of student information sharing
- Disseminating student information in the form of report or statistics
- Conducting application maintenance (client or web based)
- Act as a reference platform in solving problem regarding student data
- Resolve complaints from Servisdesk@PPKT services
- Become an intermediate medium for manual process in transformation into more easier process using help from IT technology

2.2.1.3 Web & Documentation Services

- Provide access to information by producing a dynamic, innovative, simple and user-friendly website
- Assist in preparing web portal
- Give training and awareness to website administrator regarding data update, patches and hackers attack
- Assist university in preparing web portal
- Provide web streaming function and VOD align with the current technology
- Provide graphic for the use of units and section needed
- Provide advisory services regarding technical matters that related with web portal
- Provide web service to outside organization that interested
- Become a mentor for government agencies for Higher Education Ministry

2.2.1.4 Application Development

- Coordinate with Section Head and Deputy Director of Information Systems towards development activity and integrated information system management
- Helps standardize the work procedure / operation (SOP) that involving Information System at all USM campuses
- Development of new application & improvement of existing system is align with Application Management Unit by gathering developer from various unit
- System that has been developed will be handed back to related unit for maintenance purpose

2.2.1.5 Application catalogue

- Handle the Student Accommodation Application
- Handle Online Application
- Handle Health Information System Management
- Handle Special Project Marks Entry and Exam System

2.2.2 System and Application Department

The System & Application Department is one of the department of Hamzah Sendut Library that roles is to plans and coordinates all Library automation activities and other uses or information technology in the Library. The division also manages the Library Integrated online system. Its main aim is to improve information access through development and support programmes as well as enhancement by accessibility

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Function

- Plan and manage all computerized library information system to operate properly and efficiently through the latest information technology infrastructure, adequate, and meet the needs of the Library
- To plan and ensure the hardware / software and network functioning and well-maintained on a regular basis from time to time
- Plan and manage purchasing, inventory and disposal of equipment, ICT hardware and software according to the needs of the library.

Role

- Ensure that services and information technology needs of the physical equipment is the best available and meet the needs of the library
- Plan computing tasks to improve through new applications that can enhance the performance of services
- Plan, manage and conduct the operation and maintenance of ICT hardware, including servers, networking equipment and security in the library
- Ensure the USM Institutional Repository function works well and can be accessed by users 24 x 7

Responsibility

- Ensure the Integrated Online Library System (SBDTP) and computerized information system to another library to operate smoothly in all networks including Health Campus Library and the Engineering Campus
- Planning and managing system back-up and perform system recovery if necessary
- Ensure that the Library Information System (SBDTP, library portal, EZproxy) operate and run smoothly

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- Ensure that all procurement of ICT equipment, hardware and software inventory are recorded in the system and also keep complete records of inventory information technology equipment library branch campuses reported from time to time
- Monitor and ensure that the information on the Website and all Information updated Library services. Staff and announcements can be passed on to consumers library
- Assist in providing infrastructure (equipment,software) during training, workshops and seminars conducted by the library
- Ensure and monitor activities related to ISO 9001:2008 System & Application Division as monthly monitoring of quality objectives, the implementation of internal audit and audit by SIRIM goes as planned

CHAPTER 3 : INDUSTRIAL TRAINING ACTIVITIES

The trainees have been undergoes five month of industrial training at Universiti Sains Malaysia (USM) and have been placed at Centre for knowledge, Communication & Technology and Hamzah Sendut Library. During the first period of training, that is on the first two and a half month, the trainee have been placed on Centre for Knowledge, Communication & Technology. While, during the second period of training, that is two and a half month and until the end of training, the trainee has been placed at Hamzah Sendut Library. During the placement of the trainee at Centre for Knowledge, Communication & Technology, the trainee have been assigned to perform the task that is given by the supervisor. In Centre for Knowledge, Communication & Technology, the trainee has been placed under Section Head of Administrative and Technical Support Unit Supervision, Mr. Adnan Hamid

During the five month industrial training at Universiti Sains Malaysia (USM) and has been placed under Centre for Knowledge, Communication & Technology and Hamzah Sendut Library, the trainee has been assigned to complete and performs the task that is given by the industrial supervisor and to fulfil the faculty needs. The task that the trainee received during the internship period is divided by two, that is training activities and special project. Both of these tasks, are delegated by the industrial supervisor along with departmental head and related staff for the trainee. For the special project that is one of the requirements needed from the faculty, the trainee has been assign to create two website which is one for Universiti Sains Malaysia (USM) and the other one for Hamzah Sendut Library International Conference.

The trainee has received the instructions and order from the senior staff from the department that the trainee have been placed. For Centre for Knowledge, Communication & Technology, the trainee has been placed under senior staff of Centre for Knowledge, Communication & Technology that has been assigned by the

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organizational supervisor to delegates the related task for the trainee. The senior staff that has been assigned are Mr. Adly Husaini. Among the training activities that has been delegates to the trainee are assisting staff in developing a website, assisting staff in giving training to other trainee and also assisting staff in designing some banner and logo for website creation. For giving training to other trainee, the staff in charges in delegates the tasked to the trainee are Mr. Noridzwan. In Centre for Knowledge, Communication & Technology, the trainee has been designated with a special project, to fulfil the requirements needed by the faculty. The trainee is involve in developing two websites that is one for Asian and Pacific Association for Social Work Education (APASWE) and the other one is for Polar@USM.

During the internship period, the trainee has been provided with log book to records all the daily activity and related task that has been delegated. It is a compulsory for all trainee that undergo internship training to record all the daily activity and other related task that has been assigned to the trainee, to ensure that the trainee being able to explore and gain knowledge while gain experience with the industry. The experience and knowledge, that the trainee received during internship training with the organization is valuable. Although, the trainee has been provided with the log book, the trainee are encouraged to record the daily activity and task in other platform such as Microsoft Word other related platform to record data, as one types of precautions work. The trainee used both platform that is log book and Microsoft Word to record the daily task and activity. In the end of each month, the trainee will give the log book to the industrial supervisor to be checked.

During the internship period, the trainee needs to record the attendance by using the attendance list that has been provided by the organization and the faculty. For the attendance list that has been provided by the organization, it must be checked by the industrial supervisor weekly to ensure that, the trainee didn't come late, unless there is an excuse from the industrial supervisor.

3.1 Training Activities

During the industrial training, the trainee is involve in some activities and programme at Centre for Knowledge, Communication & Technology and Hamzah Sendut Library.

3.1.1 Learning Software and Programming Language

The trainee involve in the learning process, where the trainee are learned about the software and the programming language that is used. The software that is use are Joomla and the programming language use are Code igniter.

3.1.1.1 Learning Joomla software

Learning about the software that is use by Centre for Knowledge, Communication & Technology that is Joomla. Joomla is a web based software that is use in developing a website, and this web based software is used by the developer and programmer in Centre for Knowledge, Communication & Technology in preparing for a websites. For the first time, the trainee has been assigned to learning and exploring Joomla on its own, so that the trainee can learned about what is the software about. The trainee is being monitored by the staff. The trainee is assigned by the staff to create an example or demo website, as a medium for the trainee to improve and enhance the skills especially in creating a website and to identifying the function of each button in joomla. Once, the trainee has created a demo website, the staff will monitor the progress, to ensure that the trainee is being able to understand and applied about the criteria needed in website development. In ensuring the trainee is on the highest level of understanding, the staff assign to create another website by using some related criteria to make the trainee able to handle the quest that is provided by the staff.

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3.1.1.2 Learning Code igniter programming language

During the learning period, the trainee also learned about the code igniter programming language. This is to ensure that, the trainee is able to mastering the other programming language, and this is due, to the factors that Universiti Sains Malaysia (USM) especially Centre for Knowledge, Communication & Technology are using this type of programming language as a medium in developing a system. The learning process for Joomla and Code igniter programming language are being monitored by the staff. This is as one method, in preparing the trainee to handle and developed the project that is related with this language and tools. From time to time, the trainee has been provided with new lesson and knowledge, in preparing the trainee with current lesson use. The trainee are assigned to create a simple work using Code igniter to ensure that the trainee are able to practice and applied what has been learned.

3.1.2 Website Creation

The trainee is assign by the staff to involve in website development process and assisting the staff in editing and preparing the content

3.1.2.1 Website Creation for Centre for Alumni Liaison

The trainee is being assign by Mr. Noridzwan Baser, the staff of Centre for Knowledge, Communication & Technology to involve in a website development process. Mr. Noridzwan, is the officers in charge in developing website that is requested by the department in Universiti Sains Malaysia (USM). The staff handle and manage the application of websites The trainee is assisting the staff in creating the website for Centre for Alumni Liaison (Pusat Alumni USM). The new website development, is one of the quest that is needed by the Centre for Alumni Liaison to replaced the previous website. The trainee is being tasked to inserting and editing the content for the website. In some point, the trainee needs to troubleshoot the error that occurs during the website creation by using the direct PHP programming language. The trainee having a discussion with the staff regarding the website development process and the method that should be taken to fix the minor problem that occur whether in the Joomla platform

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or the minor problem on the content. The website development process is being monitored by the staff in charge, since the trainee is new to website development process and to ensure that there will be any problem occurs that affect the content and the website. Once the trainee has finished editing and inserting content for the website, the staff in charge will examine the website and the content that have been edited by the trainee. The staff then assigned the trainee to make some correction on the content and on the interface of the website, before the website can be published. During the final touch up of the website, all the task that is carried out by the trainee is being fully monitored by the staff in charge. The staff also discuss with the trainee about the website that has been created and the criteria that is use in website development process. The website that has been create are followed the criteria that has been assign by the Universiti Sains Malaysia (USM).

Table 6 Task Profile for Website Creation for Centre for Alumni Liaison

Task	Website creation for Centre for Alumni Liaison (Pusat Alumni USM)
Scope	Developing
Duration	11 August 2016 – 16 August 2016
Task Supervisor	Mr Noridzwan Baser
Device	Desktop
Software	Notepad++, Adobe Photoshop
Platform	Joomla 3.6
Task Scope	Creating an interface an inserting content
Purpose	To replace the existing website



Figure 9 The Homepage for Centre For Alumni Website (i)

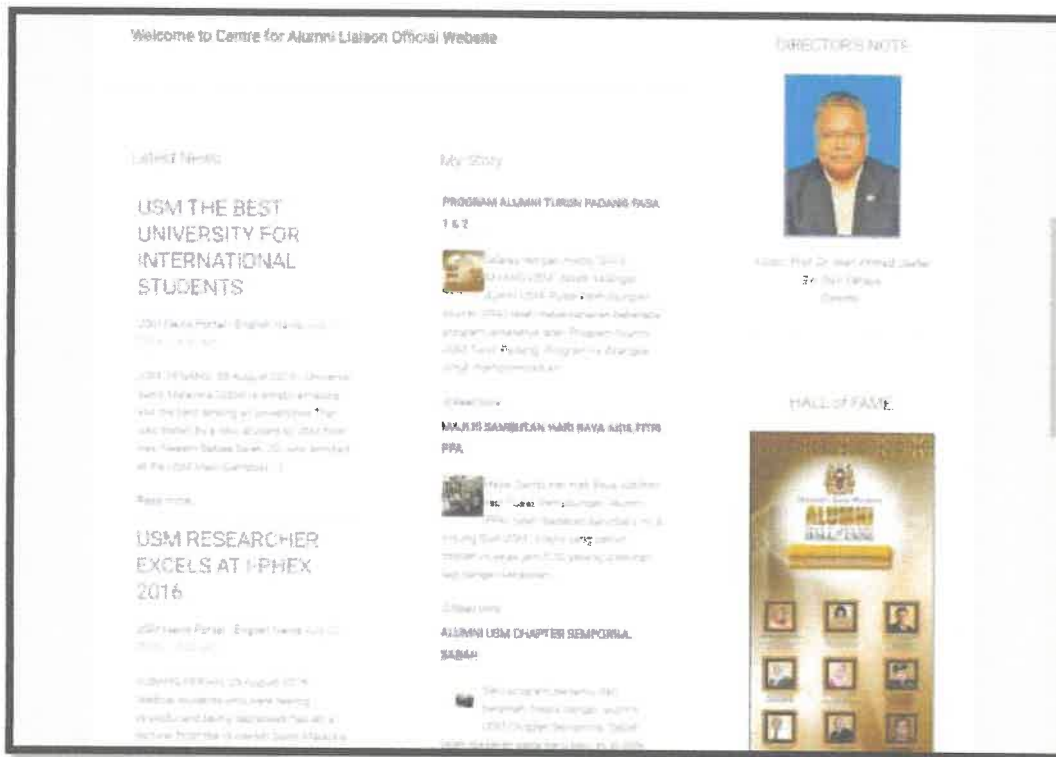


Figure 10 The Homepage for Centre for Alumni Liaison (ii)

3.1.2.2 Website Creation for Polar@USM

The trainee is being assign by Mr. Mohd Rizal Mohd Amin, the staff of Centre for Knowledge, Communication & Technology to developed a website for Polar@USM unit. Mr. Mohd Rizal is one of the senior staff in Centre for Knowledge, Communication & Technology that has assign to develop a website that is requested by the individual person. The staffs need to develop, maintain and manage the website that is requested by an individual. All application of website development from an individual will be handled by Mr. Mohd Rizal. The trainee is being tasked by the staff to involve in a website creation for Polar@USM. For the first, the trainee is assign to prepare and creating the interface and layout of the website, before the website is being proposed to the school that manage the Polar@USM unit. In the meantime, the trainee discuss with the staff about the requirement needed in website for Polar@USM during the development phase. The staffs lead the trainee and the staff monitoring and examine the interface and layout that has been created by the trainee. This is due to ensure the trainee developed the interface and layout according to the related organization. During the time, the trainee has been teach by the staff to learned about the Akeeba backups, which is a process of back up the data during website creation. Akeeba is a software that is used to backup the data. The use of Akeeba back up is to protect the data from being missing during the data migration process. Before proposing the website, to the related organization, the staff ordered the trainee to make some modification on the Polar@USM website. Polar@USM unit, is the sub unit under main department that is School of Biological Science. The modification is focusing on the minor error that occur and in finding the solutions. The trainee finalizing the task in website development, in preparing the website align with the School of Biological Science needs.

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Table 7 Task Profile for Website Creation for Polar@USM

Task	Creating a new website for Polar @ USM (to be proposed, to replaced previous website)
Scope	Developing
Duration	22 August 2016 -
Task Supervisor	Mr. Mohd Rizal Mohd Amin
Device	Desktop
Software	Notepad++, Adobe Photoshop
Platform	Joomla 3.6
Task Scope	The task is assign by the staff to developed a new website for Polar@USM website. The task involve creating a layout interface and the content and include making some new item that has been requested by the administrator of the website.
Purpose	To create a new website and to replace the old website that is broken



Figure 11 The Homepage for Polar@USM Website



Figure 12 The Homepage for Polar@USM Website (j)

3.1.2.3 Website Creation for Centre for Instructional Technology & Multimedia

The trainee is assisting the staff of Centre for Knowledge, Communication & Technology in developing a website for Centre for Instructional Technology & Multimedia. The staff in charge in this website development process is Mr. Noridzwan Baser. The staff delegates the task to the trainee as a practise session and in assisting the staff in developing a websites. The trainee is involve in the website development process, and the trainee is in charge in preparing and inserting content for the Centre for Knowledge, Communication & Technology. The trainee involve in a discussion with the staff in charge to discuss about the procedure involve and in determining the content that is going to be include in the website. In preparing the content, the trainee needs to filter and convert the old content to be placed on the new website. The content for the website, are on the previous website. However, the content on the previous website is still useful and need to be migrating to the new website. In migrating the content, the trainee discuss with the staff to ensure the content that has been inserted are useful to be use and the trainee also learned about the problem trouble shooting procedure to solve the problem that occur in content migrations. The task that is carried out by the trainee is being monitored by the staff in charge in ensuring the task that has been carried out by the trainee is not against the criteria. The trainee involve in all phase of development of website for Centre for Knowledge, Communication & Technology. In the final phase, the staff assign the trainee to finalize the task in website development that involve the task of editing minor problem and making some changing on the interface to make it look interesting. The staff also teach the trainee some new lesson and tips in website developments. The new lesson that has been teach by the staff are, a problem solving skills that using extension to solve certain problem. Not all of the minor problem, can be solved using extension, but some of the problem can be solved using extensions.

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Table 8 Task Profile for Website Creation for Centre for Instructional Technology & Multimedia

Task	Assist the staff in developing a website for the CITM(Centre for Instructional Technology & Multimedia)
Scope	Developing
Duration	1 September 2016 – 7 September 2016
Task Supervisor	Mr. Noridzwan Baser
Device	Desktop
Software	Notepad++ , Adobe Dreamweaver, Adobe Photoshop
Platform	Joomla 3.6
Task Scope	<p>Task is assign by the staff to involve in the website creation for CITM (Centre for Instructional Technology & Multimedia). This is to replace the old website which is more complicated.</p> <p>Involve in editing the content of the website and some of the interface</p>
Purpose	To replace the existing website

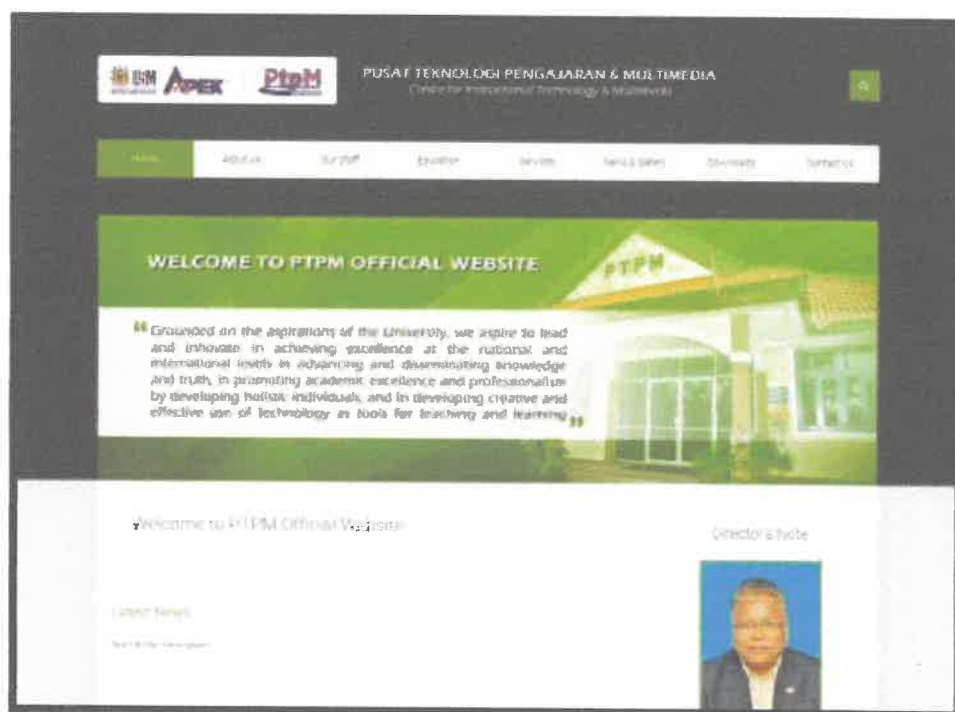


Figure 11 The Homepage for Centre for Instructional Technology & Multimedia (i)

3.1.2.4 Website Creation for Asian and Pacific Association for Social Work Education (APASWE)

The trainee is assigned by Mr Adly, the senior IT officers at Centre for Knowledge, Communication & Technology. The task that has been delegates to the trainee is to developed a website for Asian and Pacific Association for Social Work Education (APASWE). The staff assigning the trainee to developed a new website to replacing the previous website that is involve in an attack. The trainee developed the website with guidance from the senior staff itself, and also guidance from others staff in information system department. In development of the new website, the trainee need to develop a website that is secure from any breach attempt to avoid the same mistake occur. In developing the staff, the trainee is discussing with the senior staff and other staff regarding the development process and criteria that need to be considered. The discussion session is discussing about the interface and the content of the website. Even thought, the content need to be migrated from the previous website, but the trainee still needs to filter and selecting the related contents. This website is an international conference, thus the trainee needs to select the content from the previous website, before migrating it to the new website. The trainee need to prepare and editing the content for the new website, to make it align with the administrator needs. The trainee referring to the senior staff to examine the interface that has been created and filtering the content for the website.

Task	Developing website for APASWE (Asian and Pacific Association for Social Work Education)
Scope	Developing
Duration	21 September 2016 – 4 October 2016
Task Supervisor	Mr. Adly Husaini & Mr. Noridzwan
Device	Desktop
Software	Notepad++, Adobe Photoshop
Platform	Joomla 3.6
Task Scope	Task is assign by Mr. Adly Husaini to developed a new website for APASWE (Asian and Pacific Association for Social Work Education). Developed a new website including the layout interface and the content of the website including editing some image
Purpose	To create a new website to replace the old website that involve in an attacked

Table 9 Task Profile for Website Creation for Asian and Pacific Association for Social Work Education



Figure 12 The Homepage for Asian and Pacific Association for Social Work Education (i)

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Figure 13 The Homepage for Asian and Pacific Association for Social Work Education (ii)

3.1.3 Unit site Visit

In Centre for Knowledge, Communication & Technology, the trainee has been assigned by the section head of information technology unit, to attend a site visit for the other main unit or department that's under Centre for Knowledge, Communication & Technology. The main aims of the site visit are to acknowledge and explaining to the trainee about the function and type of work done in the unit or department under Centre for Knowledge, Communication & Technology. For the site visit, the trainee is assigned to visit the Administrative and Technical Support Unit and Info Structure Unit. Administrative and Technical Support unit function are to provide technical support services, administrative & asset management and human being development for Universiti Sains Malaysia (USM). While, info structure unit function are to provide data centre or also known as data farm among Universiti Sains Malaysia (USM) staffs, unified communication and networking & ICT security. During the site visit, the trainee has visited the Administrative and Technical Support Unit. In there, the staffs that in charge to handle the trainee visit are Mrs. Suryati. Mrs. Suryati is the assistant engineer for administrative & Technical support unit. The trainee received a briefing session about the whole function of the Administrative & Technical Support Unit, that has been delivered by Mrs. Suryati, before the trainee go to site visit. In this session, the trainee is accompanied by another trainee of Centre for Knowledge, Communication & Technology, that has been placed at the Info Structure Unit. The trainee visits the first sub unit of the Administrative and Technical Support Unit that is Asset Management Unit and Technical Unit. Technical Unit handle all the work that related with the ICT for Universiti Sains Malaysia including the maintaining and troubleshooting, while, the Asset Management Unit handle the entire ICT asset for Universiti Sains Malaysia use. In Technical Support Unit, the trainee able to learned about the PC troubleshooting procedure. The staffs explained to the trainee about the whole procedures that need to take care once the staffs want to troubleshoot PC. Technical Support Unit, also handle any query that regarding ICT handling, that is

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handled by two telephonist of Technical Support Unit to receive the entire ICT query. The trainee also visit to the Technical WIFI Unit, and the trainee has been brief about the WIFI configuration for the use of USM students and staffs. There is a procedure that needs to be followed by the USM students and staffs to configure a WIFI. On the same day, the trainee also visit to Info Structure Unit, and the trainee has been handled by Mr. Shahrul Ismi, that is the section head of Info Structure unit. The trainee is being brief about the function of each sub unit under Info Structure unit. The head section of Info Structure Unit, Mr. Shahrul Ismi give a briefing to the trainee about the network that is used in the main campus and on the other campus. The networked use in Universiti Sains Malaysia is handled and maintain by Info Structure unit and also the network vendor. In Info Structure unit, the network use in Universiti Sains Malaysia is being filter before the network is disseminating to each PC and department. During the site visit, the trainee has been bring to visit the data centre or also known as data farm among Universiti Sains Malaysia staffs. At there, the trainee is received a briefing from the section head of Info Structure Unit, Mr. Shahrul Ismi about the hardware, component, tools and software that is use in the data centre. The section head, explain the functions of each tools and component use for the server. The trainee also have an opportunity to see server backup process from the staff of data centre that in charge. The trainee have been brief about the function of each server especially for the server that is use for system use in Universiti Sains Malaysia. The trainee then, visited to the phone room or Unified Telecommunication Unit which is the sub unit of Info Structure Unit. Unified Telecommunication Unit, is the unit that provide and manage the telephone infrastructure, provide the extension number for every staff in Universiti Sains Malaysia and also in maintaining the telephone set that use in Universit sains Malaysia. The trainee able to explored the Unified Telecommunication Unit and able to experience the telephonist function and how the telephonist work. During the mean time, the trainee has the opportunity to see the extension number problem troubleshooting from the staff in charge. To troubleshooting the extension number, the

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staff will check the status of the extension number using the system use in Public Access Branch Exchange (PABX) room to identified the problem that occur. If the staff able to discover the problem, the staff will solve the problem using the system, if not, the staff will check the problem on each line of extension line to solve the problem. The trainee also have the opportunity and permission from the section head of Info Structure Unit, Mr. Shahrul Ismi to take picture during the site visit in all sub units except on the data centre for an evidence purpose.

Table 10 Task Profile For Unit Visit

Task	Visit to other unit under Centre for Knowledge, Communication & Technology
Scope	Briefing
Duration	15 August 2016 & 17 August 2016
Task Supervisor	Mrs Fardzah
Device	-
Software	-
Platform	-
Task Scope	Visit to Administrative & Technical Support unit(learning about unit function) Visit to Networking unit(Learning about networking, data room, Pabx (Public Automated Branch Exchange) and telephonies function)
Purpose	To understand the role and functioned of the unit



Figure 14 The Images For Unit Visit (i)



Figure 15 The Images For Unit Visit (ii)



Figure 16 The Images For Unit Visit (iii)

3.1.4 Teaching Session

In this teaching session, the trainee has been assigned by the staff of Centre for Knowledge, Communication & Technology that is Mr. Noridzwan to handle a teaching session for two internship student from the Centre of Alumni Liaison Department. This teaching session objective is to teach the two internship student, on how to create a website from scratch. This teaching session is one of the medium for the two internship training to learn about the website creation for their final project purpose. This teaching session has been held for a half day session, and this teaching is being monitored by the staff. This teaching session, should be handled by the staff in charge, however, since there is not enough staff for Information System Department due to attending a course and training, the staff has delegates the task to the trainee to assist the two internship training student and also for a learning process for the trainee. The internship training student has been divided by two group that is the female internship training student is being group by the another female internship training student to teach and give the lesson, while the male internship training student is being group by the trainee to give the lesson. The trainee is required to teach the internship training about the whole process in developing a website starting from scratch. The trainee has teach the internship training student every step needed in developing a website. In this teaching session, the trainee is required to teach the internship training student about developing a website by using the Joomla Content Management System (CMS). To make the internship training student received the knowledge that has been delivered, the trainee has been assign to create an example website interfaced based on the requirement provided by the internship training student. Since, the internship training student is not from an IT field, the trainee need to give a details learning session, to ensure that, the internship training student acquire the knowledge about the website development process from step by step.

3.1.5 Library Tour

On the 17th September 2016, the trainee has report the duty to Hamzah Sendut Library to continue industrial training at Hamzah Sendut Library. The trainee has report duty to Training Unit and the staff in charge to handle the student are Mr. Zulfadzly. Mr. Zulfadzly has bring the trainee for a full library tour to introduced to the trainee all the department that have in Hamzah Sendut Library. The trainee has been bring to visit the Hamzah Sendut Library and Hamzah Sendut Library 1. The trainee has been introduced to all library staff on every department, and the trainee has been explained about the role of each department. The trainee has been introduced to head of department for every department and the trainee receives a short briefing about the department. The trainee has visited all the department in Hamzah Sendut Library that is Acquisition Department, Cataloguing Department, Circulation Department, Serial Department, Customer Relations Department, Digitization & Repository Department, Reference & Research Department, Malaysiana & Archive Department and System & Application Department. The trainee has report duty to system & application department and the trainee is under the provision of Mr. Mustaqeem and Mr. Halim , the staff of system & application department. The trainee has been place at system & application department to continue the internship training in learning about the system and application use in Hamzah Sendut Library.

3.1.6 Briefing Session

In continuing the internship training at Hamzah Sendut Library in system & application department, the trainee is involve in a briefing session that is handled by the staff of system and application department.

3.1.6.1 KOHA Library System Briefing

During in system & application department, the trainee is involve in a briefing session that is handle by the staff of system & application department. the briefing session is about the KOHA Library System. KOHA Library System is an open source integrated library system that is use in a library, and the Universiti Sains Malaysia library that is Hamzah Sendut Library and also in other branch library. KOHA library system is Hamzah Sendut Library is handle, developed and maintained by the system & application department. In this briefing session, the briefing is handle by Mr. Mustaqeem and Mr. Abdul Halim, the staff of system & application department. The trainee is being brief about the whole KOHA Library System including all the modules that have in KOHA Library System. The modules that contains in KOHA Library System are circulation, serials, acquisitions and cataloguing. The trainee also received a briefing about all the system that is used in Hamzah Sendut Library such as EZ Proxy, Ethesis and ERBS (Electronic Room Booking System), all of this system are handle by system & application department. Staff of system & application are responsible to monitor and update the system use in library to ensure that, the student of Universiti Sains Malaysia are able to have access to an updated content and services that is provided. In this briefing, the trainee also being brief about the part or modules that has in KOHA Library System including each modules functions. In each modules or parts of KOHA library system, there are different task that is perform by each modules such as circulation modules is used to control the borrowing service, acquisition modules is used to manage the procurement of the library materials, the serials modules is used to manage the serials materials for Hamzah Sendut Library, and cataloguing modules that is used by the librarian to catalogue a record for each library materials. This modules, is the most important modules that ensuring the stability of the library system.

3.1.6.2 Server Room Briefing

The trainee has been invited by the staff of the system & application department staff to be involved in a server room briefing. This briefing is handled by the staff of system & application department that is Mr. Mustaqeem, and the objective of this briefing is to introduce to the trainee about the server room for each of the systems that have in Hamzah Sendut Library. Each of the systems, used in Hamzah Sendut Library, use different server rooms to store the data for each system. In Hamzah Sendut Library, there are two server rooms which are located at Hamzah Sendut Library and Hamzah Sendut Library 1. In this briefing session, the trainee has been introduced to both of the server rooms and being briefed about each function. This briefing session starts with the server room for KOHA Library System and Libki Client Management System that is located at Hamzah Sendut Library. The trainee has been explained about the whole process that is involved in the server room, and the trainee has been exposed about the work regarding the library system. The staff explained to the trainee about the troubleshooting procedure for the problems that occur in the library system. To encounter a problem for the library system, there are two types of methods that can be done to solve the problem such as to solve in the server room or remote the server by using PC.

3.1.6.3 Asset Management Briefing

On the day, the trainee report duty to Hamzah Sendut Library, the trainee has been involve in a briefing session that is handle by one of the staff of system & application department that is Mr. Nasir Khan. Mr. Nasir Khan is the staff that is responsible in managing the asset management for Hamzah Sensut Library. This briefing session is one of the necessary thing for every new staff or internship training student who pursue industrial training at Hamzah Sendut Library. This briefing session is just a knowledge sharing session to the new staff and internship training student to acquire them with additional information that might be useful for their knowledge in the future. In this session, the trainee is being brief about the whole procedure that involve in every asset management. The staff of system & application department give a full explanation to the trainee, about the procedure in asset management. The procedure is starting from registering the asset of Hamzah Sendut Library till to the last procedure that is disposing the asset of Hamzah Sendut Library that need to be disposed. Each procedure, use a different form to record each process that is called KEW. PA form. The procedures in asset management can only be handled by asset officer of each department, and the staff that have the authority.

3.1.6.4 Library System Problem Briefing

The staffs of system & application department is inviting the trainee to involve in every briefing session that is handle by system & application department. For this session, the trainee is involved in a briefing session about the library system that occur or having the problem. The staff briefs to the trainee about how the library system might be affected by a problem and the suitable method that should be count to encounter the problem. The method to encounter each problem is depends on the problem that occur in library system. The trainee participation in this session, is one of the medium that is used by the staff of system & application department to introduced to the trainee about the basic procedure in dealing with library system. During the briefing session, the staff of system & application department, the staff also include in the briefing

session, about the query that is received by system and application department. The queries are normally based on general query or system query and the queries are normally come from new student. The query that has been received by the staff will be solved by the staff in charge and the method to solve the problem will depends on the type of the problem. The trainee have the opportunity to experience the staff of system & application department react to query from the new student that is asking about how to reset the password for library account by using email. The staff react to the query by replying the email to the student, to ask for the library ID to be checked with the related problem to determine the problem, once the staff has discovered the problem, the staff then will proceed with the student quest. On the meantime, the trainee has been invited by the staff of system & application to accompany and learning from the staff about the trouble shooting procedure for the library system. The library system has encounter some networking problem and has disrupting the main function and has affected the work process for KOHA Library System. For the solving method, the staffs make a rebooting process on the server of KOHA Library System and running the scripting on the server to counter measure the problem.

3.1.6.5 Unexpected Problem Briefing

The KOHA Library System at Hamzah Sendut Library have encounter a unexpected problem. The staff has assign the trainee to be involve in a briefing session with all the staff of system & application department including the head section of system & application department. In this briefing session, the staff is discuss with all the staff of system & application department about the unexpected error that encounter in a library system. This unexpected error is the first time occurred and affecting the KOHA Library System. The staff need to find a solution regarding this unexpected error, and the staff has invite the trainee to involve in discussion session with the KOHA Team, that is all the staff of system & application department. The unexpected error that occur has affected several department in Hamzah Sendut Library such as circulation and cataloguing department. The trainee has been assign and asked by the staff to

accompany the staff to visit the department in the library that been affected by the unexpected error tp discovered the error that occur.

3.1.6.6 Statistics Collecting Briefing

The trainee has been involved in a briefing session with the staff of system & application about the guidance in collecting statistics for library system. This briefing session is to alert the staff and to educate the trainee about the process of collecting statistics. The statistics for library system is being collected by monthly, quarterly and yearly and also if they is a request for the statistics. In this briefing session, the trainee is being guide and explained about the process involve in collecting statistics for library system. The trainee is being explained about the methodology that is used to collect and measure the statistics data for the library system. The methodology that is involve in collecting the information for the library system are using the Google Analytics and others statistics data collectors to measure the statistics data. The statistics data that has been collected and measured will be recorded in Excel form for surveying and meeting purpose. The trainee has been asked by the staff to understanding the methodology and process involve in collecting the statistics data for the library system.

3.1.7 Learning KOHA Library System Modules

The trainee is learning with the staff about the KOHA Library System Module. Before the trainee can handled the KOHA Library System, the trainee need to learned about the modules that have in the library system as a first medium for the trainee to mastering the KOHA Library System. For the first, the trainee is learned about the whole module that have in KOHA Library System by generally before the trainee learn more details about each module. During the learning process, the trainee also learned about the modules, by focusing on each module, and the trainee start with the circulation training. The circulation modules is the module that handle the movement of the library materials and also the fines that has been set up for every library materials. The trainee also learned about the cataloguing modules, that is the modules that is going to be used by the staff to create a cataloguing work for every library materials.

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The trainee learned about the cataloguing modules, by focusing on the differences between KOHA Library System and others library system. The trainee learned about the differentiation between the module and the method on how its use. Before the trainee is able to handle the whole KOHA Library System, the trainee has been given a task by the staff of system & application department that is to set up the KOHA Circulation rule, for KOHA library circulation modules. The trainee need to set up the circulation rules for the KOHA Library System as a medium to update the previous circulation rules in KOHA Library System. The trainee need to update the circulation rules for each of the branches library that has in Universiti Sains Malaysia. The session is being monitored by the staff of the system & application department. This circulation rules, is need to be updated once there is a new library materials has been inserted into a library collection and this circulation rules can be updated once the previous circulation rules is out dated and not being relevant to use anymore.

3.1.8 Learning KOHA Library System and ILMU Library System

The trainee is learned about the ILMU Library System and KOHA Library System with some assistant with the staff of system & application department. The trainee is required to learned both of this KOHA Library System and ILMU Library System, to ensure that the trainee is able to differentiate about the module for each library system. The module for each library system work is different between each other on the term of work operating. The trainee is assigned by the staff to explored and learning the library system as one of the medium to measure the trainee understanding about the library system, and the trainee is being monitored by the staff. Universiti Sains Malaysia, use both of this library system, once from the past and the other one is on current use. The trainee has been teaches and learned about the cataloguing method in both library system, that is by using the Resource Description and Access (RDA) and without using the non Resource Description and Access (RDA). The trainee has been explained by the staff about the pros and cons in using Resource Description and Access compliance and Non Resource Description and Access Compliance as a cataloguing

method in catalogue the library materials. The trainee is learned and has been teach by the staff on how to create catalogue for library materials by using Resource Description and Access (RDA) and without using Resource Description and Access. Resource Description and Access is the method that is used by the librarian in doing the cataloguing work for library materials in more easiest way compared to doing a cataloguing work using a non Resource Description and Access compliance.

3.1.9 SQL Database Learning

The trainee is learned and expose to the SQL Database that is used in KOHA Library System. The trainee has learned the lesson with the staff of system & application department. The trainee has been teach about how to handle and manage the SQL Database and the trainee also being exposed about the method to generate the report for the database. The SQL Database reports is used to update or fix the error that occur in the library system database. The trainee has been assigned by the staff to practice for generating reports for KOHA Library System. During the practice, the trainee is being monitored by the staff in charge before the trainee can be allowed to generate a whole database report for the library system. In this practice session, the trainee has been given the tasked to generate the basic SQL Database reports to ensure that the trainee is able to generate a report for SQL Database by using a SQL query. The trainee is referring to the others SQL reports for library system that has been created by the others person or librarian regarding the report for a learning process. The trainee need to learn about the SQL query language, and this query language will help the trainee in generating the report for the library system. The staff are suggesting to the trainee to refer to the w3school query language since the trainee is still new to this database report generating.

3.1.10 Assisting the Staff

The trainee is assisting the staff of system & application department in updating the content for JOOMLA platform. The trainee has been asked by the staff to teach and guide the staff since the staff is less experience in updating the content in using JOOMLA. The trainee is assisting the staff in updating the content for the Hamzah Sendut Library website. The website of Hamzah Sendut Library are using the JOOMLA platform and there is a authorise person that is responsible to monitor and manage the library website, unfortunately, the staff in charge need to attend a course at other department and the other staff need no to replace the position of the person in charge due to the important content that must be updated immediately. The trainee is chosen by the staff since, the trainee is more experience with the JOOMLA platform. The trainee is teaching the staff by using a step by step approach to ensure that the staff are able to handle the task in the future. The trainee is teaching the staff about how to update the content of the website on the backend of the website that is to update the content on the database of the website.

3.1.11 Demonstration Session with Reference Department

The trainee is involve in a demonstration that is handle by the system & application department. This demonstration session is to exposed to the trainee about the flow and the procedure of a demonstration session that involve other department regarding the use of any new software. This briefing session is taking place at Hamzah Sendut Library Computer Lab. In this session, all the staff of reference department including the head section of reference department are compulsory to attend this demonstration session. This demonstration session is about the implementation of Libki Client Management Software. Libki Client Management is the software that is used in PC to monitor the progress or usage of the PC. The reference department has proposed to system & application department about the implementation of using this Libki Client Management System in every PC at Hamzah Sendut Library. The system & application department have agreed to set up the Libki Client Management on the previous

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meeting. The trainee role in this demonstration session is to accompany the staff and to gain knowledge and experience regarding the session. The reference department will be the person in charge in handling this Libki Client Management along with the assist of system & application department. This briefing session is handle by Mr. Pilius the staff of system & application department, and in this session, the staff of reference department are being teach about the installation of the Libki Client Management and the procedure on how to manage and set up for a new account. During this demonstration session, the trainee has been asked to delivered the idea and knowledge sharing for this Libki Client Management. The trainee has suggested that this software should be installed on one computer lab for trial session, before proceeding with the other computer lab once its use has been liable and maintained. The trainee also suggesting the ID and Password that going to be use for login in this software are using the student number and identification card number for ID and Password that is to be use by local student, while the foreign student are using the student number along with passport numbers for ID and Passwords. The trainee idea, have been accepted by the head of reference department along with the other staff including the staff of system & application department.

3.1.12 Replacing the staff

During the industrial training at Hamzah Sendut Library, the trainee have been in charge in replacing the staff of system & application in handling the general work in system & application department. Normally, the trainee will replacing the staff for a half day period and also for the full day period. The trainee is replacing the staff of system & application department due to the factors of staff attending a meeting or course. During the replacement of the staff period, the trainee is in charge in receiving the report regarding library system and other problem in library that is related with the IT. The trainee will received the report from the phone call and the trainee will write the report on a paper, before the trainee will delivered the report to the available staff and also to the other staff from other department regarding the type of report. For a report that

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regarding the library system, the trainee will take the full details regarding the report such as in which department, types of error and the period of system unavailability. The trainee will delivered the report to the staff once the staff have back from the meeting or course, and if the problem is need to be fixed immediately, the trainee will forward the report to the staff by using the Whatsapp communication services for immediate action. The trainee has involve in replacing the staff for a few times, and the trainee also experienced in becoming a telephonist for system & application department due to the events that occur in Hamzah Sendut Library and the staff are compulsory to attend, and the trainee will taking place in delivered every question from other departments regarding the program on that day.

3.1.13 Meeting and Discussion

The trainee has been involve in every meeting and discussion in both department that is Centre for Knowledge, Communication & Technology and at Hamzah Sendut Library, the trainee is participate in every meeting and discussion about the industrial training period or about the project developed by the trainee and others related task.

3.1.13.1 Meeting with Section Head of Information Department

During the report duty at Centre for Knowledge, Communication & Technology, the trainee is involve in a meeting with the Head Section of Information System Unit, that is Mrs. Fardzah and Mr. Zuhdi and also the industrial supervisor that is Mr. Adnan Hamid. The meeting with the trainee is focusing on the industrial training period and also focusing on the task that has been assigned by the staff and organization to the new industrial training student. The organization has organized the task for the trainee, which is the trainee need to attend the visit to the sub unit or department under the Centre for Knowledge, Communication & Technology. The trainee has been assigned to visit the Administrative & Technical Support Department and Info Structure Department. Both of this department are the main department under the Centre for Knowledge, Communication & Technology. The trainee need to visit to both of this department for a learning process in which the trainee need to know the function and

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work of each department under Centre for Knowledge, Communication & Technology. The Head of Section has selected the 15th August 2016 as the date that the trainee need to attend the departmental visit. The meeting with the Head of Section has occurred before and after the departmental visit. The meeting after the visit, is focusing on the outcome that the trainee get during the visit and to measure the trainee knowledge regarding the unit or department under Centre for Knowledge, Communication & Technology.

3.1.13.2 Meeting about attacked website

The trainee is involve in a meeting with the Senior Information Technology Officer, Mr. Adly Husaini from Information System Department. This meeting has takes place at Mr. Adly room. The purpose of this meeting is to discuss about one website that has involve in an attacked. The website that has involve in the attacked are the Asian and Pacific Association for Social Work Education which is an International conference website. The trainee is involve in this meeting, because the trainee has been select by the senior staff to handle the case of website involve in attacked. The trainee has been select by the staff to handle the website as a learning process and also as a project that need to be handled by the trainee. In the meeting, the staff is discussing with the trainee about the type of attacked, the reason of attack and which part of the website are involve in attack. The trainee need to find a solution to solve the attacks problem and to developed a new website based on the previous website without having another attack. The meeting also focusing on selecting the best method to be use in developing a new website and the meeting also with the administrator of the previous website in choosing the content for the new replacement website. The meeting are carried out frequently especially when there is a new error that occur. The meeting are also in monitoring the progress and making final correction before the website is publish.

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3.1.13.3 Meeting with Industrial Supervisor, Head of Section & Head of Department

The trainee has been involved in a meeting with the Industrial Supervisor, Mr. Adnan Hamid, the Head of Section, Mrs. Fardzah and the Head of Department, Mr. Zuhdi. The meeting has taken place at the Information System Department Office. The meeting is to discuss with the trainee about the task given and the project handled by the trainee during the first two month of period at Information System Department. In this meeting, the industrial supervisor, head of section & head of department are examining the project that is handled by the trainee focusing on the quality of the project. Moreover, during the meeting, the top management of information system department are discussing with the trainee about the duration of industrial training that is needed for continuing the industrial training at Hamzah Sendut Library as a medium for the trainee to gain experience and exposed the trainee about the systems especially for the system that is used in the library and the library work function. From the meeting, the top management have finalized the duration for the trainee at Hamzah Sendut Library for 2 month and may be change from time to time. During the meeting, the top management also discussing about the project that is compatible and relevant to be given to the trainee during the industrial training at Hamzah Sendut Library.

3.1.13.4 Meeting with Deputy Chairman of Senior Librarian

The trainee has involve in a meeting with the Deputy Chairman of Senior Librarian, Mrs. Engku Razifah. The meeting has taken place at the level 3 of Hamzah Sendut Library 1 at Deputy Chairman Room. The meeting with the Deputy Chairman is one of the compulsory task for every trainee or new trainee of Hamzah Sendut Library. The meeting in handled by the Deputy Chairman since the Chief Librarian are on outstation for work purpose. During the meeting, the Deputy Chairman are explaining to the trainee about the Hamzah Sendut Library and the department that have inside it. The meeting also focusing on the trainee role throughout the industrial training period at Hamzah Sendut Library. The Deputy Chairman also brief to the trainee about the

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placement of the trainee and the target that need to be reach by the trainee before the end of the industrial training. The meeting session has occur around 20 to 30 minutes.

3.1.13.5 Meeting with Head of Department System & Application

The trainee has been place at System & Application Department of Hamzah Sendut Library. All of all, the new trainee or the new staff of System & Application Department are required to have a meeting with the Head of Department of System & Application, Mr. Hamdan. The meeting with the Head of Department are to discuss about the task that will be given to the trainee throughout the industrial training, and the Head of Department need to know the course that is taken by the trainee to align with the task given in the department. The Head of Department also briefing to the trainee about the departmental role and function of the department. The trainee also being explain about the expectation that the trainee must fulfil in the System & Application Department. At the same time, the trainee also have an opportunity to meet with the Senior Chief Librarian that pay a visit to the department. The trainee has been introduced to the Senior Chief Librarian and the trainee has some discussion with the Senior Chief Librarian about the placement at Hamzah Sendut Library. The trainee also involve in a meeting with the Head of Department of System & Application in discussing about the project that has been developed by the trainee. The trainee need to present the project to the management of Hamzah Sendut Library, and before the presentation take place, the trainee is having a consultation with the Head of Department about the project and also discussing about the presentation materials that has been prepared by the trainee. The main focused of this meeting, is for the consultation in ensuring that the trainee deliver the high quality projects.

3.1.13.6 Meeting with Senior Information Technology Officer

The trainee is involve in a meeting with the Senior Information Technology Officer, and the staff of System & Application Department. This meeting is supposedly between the staff of System & Application Department which is one of the committee member for International Conference on Libraries (ICOL) and the Information System Department. The trainee has been assigned by the staff of System & Application Department to be involve in the meeting, due to the trainee has been tasked to develop a website for the international conference website. The purpose of the meeting is to requesting a plain platform for the trainee to develop a system and an empty server to place the data regarding the international conference website. The meeting has take place at Information System Department meeting room. The meeting is focusing on the types of website that need to developed and the designation to be used for the website. Before attending the meeting, the trainee has been assigned by the staff to create a draft of the website to be consulting with the Information System Department. During the meeting, the main topic that has been discuss are the interface for the website and the platform to use for the international conference website. The meeting also focusing on the domain name that is going to use for the website. The staff of System & Application are suggesting the domain name that is www.icol.usm.my and the Senior Information Technology Officer has made a reservation for the domain name with the data centre. The Senior Information Technology Officer evaluating the draft of the website that has been created by the trainee and the IT staff has given some recommendation and implementation regarding the website to the trainee and staff of System & Application Department in making a correction for the website. The trainee also having a meeting with the Senior Information Technology Officer for the consultation purpose, of the website that is developed by the trainee is being published. In the meeting, the Senior Information Technology Officer are focusing on making some adjustment on the website that has been developed by the trainee in making the website more interactive

and stylistics before the website being publish to ensure that the website published are interactive enough to attract the attention of the visitors.

3.1.13.7 Meeting with Industrial Supervisor and Senior Chief Librarian

The trainee is having a meeting with the Industrial Supervisor and the Senior Chief Librarian of Hamzah Sendut Library. The meeting has taken place at the Senior Chief Librarian Office on Hamzah Sendut Library. The main focused of the meeting is to monitor the trainee progress during the industrial training. The Senior Chief Librarian and the Industrial Supervisor are discuss with the trainee to measure the knowledge level about the library system and the trainee experience in dealing with library work. The Senior Chief Librarian and Industrial Supervisor are focusing on the trainee progress on the Hamzah Sendut Library to ensure that the trainee are received the related knowledge with the trainee need. In the meeting, the trainee also having a consultation with the Industrial Supervisor and the Senior Chief Librarian about the project handled by the trainee that is International Conference on Libraries Website. The Senior Chief Librarian and the Industrial Supervisor evaluate and give feedback about the international conference website to the trainee, and the trainee taken the feedbacks to be applied on the website. The meeting also focusing on the task that is given by the staff of System & Application Department in monitoring the progress and requirement needed by the trainee throughout the industrial training at Hamzah Sendut Library.

3.1.13.8 Meeting with International Conference on Libraries (ICOL) Committee

The trainee is involve in a meeting with the committee of International Conference on Libraries (ICOL). The main focused of the meeting is for the consultation purpose of the international conference website. The committee monitor the website that is develop by the trainee by focusing on the interface and layout of the website. The committee of the international conference are suggesting to the trainee to make some adjustment on the website menu interface by referring to a few international conference website that is suggesting by the committee members. During the meeting, the committee member are discussing with the trainee about the content and the logo to use for the international conference website. In the meeting, the committee and the trainee are discussing about the website and also involve in a knowledge sharing or idea sharing session that might be considered to use in the website development procedure.

3.1.13.9 Meeting with the Reference Department

The trainee is involve in a meeting with the Reference Department including the Head of Department of Reference Department. The meeting has taken place at Hamzah Sendut Library Computer Lab. The meeting is occur between the System & Application Department with the Reference Department, and since the trainee is doing the industrial training at the department, the trainee has been invite by the staff to involve in the meeting. The meeting main focused is to discuss about the implementation of Libki Client Management Software that is going to be installed for every PC in Hamzah Sendut Library especially on the computers lab. The Libki Client Management Software is the software that is used to monitor the PC history. The Libki Client Management Software used ID and Password to login in the PC. The meeting is based on the query from the Reference Department that is requesting from the System & Application Department to used the Libki Client Management Software. The system & application department has developed the system and the reference department has agreed to use the Libki Client Management Software in all computers lab.

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3.1.13.10 Meeting with Senior Chief Librarian

The trainee is involve in a meeting with the Senior Chief Librarian and all the industrial trainee that doing the industrial training at Hamzah Sendut Library. The meeting has taken place at Bougainvillea Meeting Room. The meeting is handled by the Senior Chief Librarian and the main focused of the meeting is to monitoring the progress of the project that is given to the trainee. The Senior Chief Librarian is focusing on each project that has been delivered to the trainees. In the meeting, the Senior Chief Librarian is evaluating the project that is handled by the trainee, and the Chief Librarian give the opinion and comment about the website that has been developed by the trainee. During the Senior Chief Librarian is evaluating the website, the trainee need to give a full explanation regarding the website. This is to measure the level of knowledge that the trainee acquired and applied in developing and handling the website. The Senior Chief Librarian are ensuring that the trainee produced a quality project that meets the requirement needed.

3.1.13.11 Meeting with Industrial Supervisor

The trainee is having a meeting with the Industrial Supervisor to discuss about the Industrial Training Progress. The main focused of the meeting is to discuss about the remaining time of industrial training period at Hamzah Sendut Library. The meeting has taken place at level 2 of Eureka Complex. In the meeting, the Industrial Supervisor has stressed out to the trainee about the opportunity that appeared after industrial training. The Industrial Training has suggested to the trainee to accept any opportunity that appear without being chosen. In the meeting, the industrial supervisor monitored and measuring the level of knowledge and experience that the trainee gained during the industrial training period. The Industrial Supervisor cares about the knowledge and experience that has been gained by the trainee to ensure that the trainee have met the requirement and the trainee fulfil the criteria that is needed by the trainee. On the meantime, the trainee is discussing with the Industrial Supervisor about the project that has been handled by the trainee and the trainee consult with the Industrial Supervisor

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about the project presentation. Before the trainee finished the industrial training, the trainee need to present the project that is handled by the trainee to the management of libraries. The Industrial Supervisor give recommendation on the presentation slide that need to be change by the trainee before presenting the project.

3.1.13.12 Discussion with the staff regarding website creation

The trainee is having a discussion with the staff about creating a new website. The trainee is discussing with the staff about the interface that is going to be use for the website. The trainee also focusing in a discussion with the staff about the criteria to be applied in this website during website creation and the requirement needed in developing the website such as the theme, types of website to be created and interface for each website. These criteria are the most important thing to be consider in website development procedure. The discussion between the staff and the trainee are about the problem that might occur and the solutions or action that should be taken to solve the problem, this thing need to be consider by the trainee. The trainee need to have some knowledge in solving problem that occur during the website development, beside the full depending with the staff. In the discussion, the trainee able to involve in a knowledge sharing session with the staff about tips and trick that might be useful in website creation. The trainee need to discuss with the staff on monitoring the progress of the website that is created by the trainee. This is important, to ensure that the trainee are on track during the website development procedure. In this discussion, the trainee might discovered some new implementation and correction that might need to be considered on the website based on a suggestion by the staff. The trainee can use this discussion with the staff for the consultation purpose on the website that has been created. The outcome from the consultation might give a result regarding the website, whether the website is following the criteria and Standard Operation Procedure (SOP) that has been designated. For the website that need to be consult for approval before the website can be develop, the trainee is having a discussion with the committee of the related website such as conference. The discussion is focusing on the design,

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interface, and the content that need to be inserted in the website, before the website is presented to the committee chairman for approval. Once the website has reach the approval from the committee chairman, the trainee can proceed with the next step in the website creation, if not, the trainee need to have a discussion with the staff to find a solution in obtaining an approval. The discussion also focusing on the progress of the website development. The staff in charge, will discussing with the trainee about the progress of the website development from time to time, to ensuring that the website development can be done in a specific time. The trainee also having a discussion with the staff once there is a new content that might be use in the website development, the trainee will discuss with the staff to choose the content that is suitable to be placed in the website to ensure that, the content are suitable to be place on the website and have an approval from the staff. The trainee will discuss with the staff frequently until the website has been publish to monitor every aspects in the website developments.

3.2 Special Project

During the industrial training at Universiti Sains Malaysia under the department of Centre for Knowledge, Communication & Technology and at Hamzah Sendut Library, the trainee has been designated to developed a website for the International Conference on Libraries (ICOL), and the development of the website has took 2 month of duration to developed the website starting from October 2016 till December 2016.

3.2.1 Introduction to the Project

International Conference on Libraries (ICOL) is the one of the main functions of Hamzah Sendut Library. ICOL is the international conference on libraries that involve participations from the library all over the world that interested to participated in this international conference. ICOL conference is held once every two years, the Universiti Sains Malaysia and university library of Hamzah Sendut Library is the organizers of the international conference and the host for this international conference are among the Universiti Sains Malaysia branches. This international conference website is one of the medium used by Universiti Sains Malaysia and Hamzah Sendut Library to promote these international conference to the others librarian from another library. This ICOL website has been develop by the trainee that undergo industrial training at system & application department in Hamzah Sendut Library. The trainee that undergo industrial training at system & application department are assigned to develop the website for internal conference on libraries. The task that has been designated to the trainee are to develop an informative website to be used as announcer about the international conference.

3.2.2 Problem Statement

The problems of this international conference on libraries are on the interface of the previous website. This international is held once in every two years and the library use website as a medium to promote about the international conference. The use of website in promoting the international conference is one of the method that should be praised, however, the unattractive interface use in the previous website have less attracted the intention of the others library to participate in this international conference. This problem has open an opportunity to the system & application department to develop a new website by assigning the task of website development to the trainee due to the trainee are well experience in the website development. The participation of the trainee in developing the website based on the experience gained might assist the Hamzah Sendut Library in attracting more libraries whether from local or foreign to participate in the International Conference on Libraries.

3.2.3 Objectives of the Project

- The objective of this new website is to promote the international conference on libraries to the eyes of the world as one of the successful international conference.
- To attract the participation of another libraries to participate together in the international conference
- To replace the and enhance the previous website of International Conference on Libraries

3.2.4 Scope of the Project

The main scope of the project are to enhance the current website that is used by Universiti Sains Malaysia and Hamzah Sendut Library. The use of website with previous interface and layout may interrupt and affect the participation attraction to involve in the international conference. The new website for the international conference might give a new breath towards the participation from others libraries. The used of this website might give a new impact towards the USM International Conference on Libraries.

3.2.5 User Target

This project are targeting the users from the librarian, information professional, researchers and students, where these target users are suitable to participate in the international conference on libraries in gaining more knowledge especially about the library. The trainee are also focusing this target users from government and private sector and also the users from related fields to learn and gained knowledge about library. Within this website as the platform, it may attract the intention form the target users group to participate in the international conference on libraries.

3.2.6 Tool used

i) Hardware Tool

Table 11 Tools Use (Hardware)

Tools	Method
Desktop PC / Workstation <ul style="list-style-type: none">• Monitor• Hard drive• Ram• Processor	System hardware requirement and support
Development Server	Develop the website
Internet Connectivity	Hosting the web

ii) Software Tools

Table 12 Tools Use (Software)

Tools	Method
Xampp Server	Testing the system
Adobe Package	Designing interface
JOOMLA CMS	Preparing content
Microsoft studio Notepad ++	Coding, testing, debugging
File Zilla	Connect file with server

3.2.7 Project Initiating

3.2.7.1 Project Charter

Table 13 Project Charter for International Conference on Libraries (ICOL) Website

Project Title:	International Conference on Libraries (ICOL) Website
Project Start:	October 2017
Project End:	December 2017
Project Developer:	Mohammad Ashraf Bin Kamal

3.2.7.2 Project Objectives:

The objectives of this project is to create, replace, and implement of the new website for International Conference on Libraries (ICOL) in promoting the USM international library conference. The new website might be useful to Universiti Sains Malaysia and Hamzah Sendut Library in reaching the goals:

- i. Increase the number of participation for the international conference on libraries
- ii. Promoting the international conference

3.2.7.3 Approach

The trainee will develop a new website that is based on the Website Development Life Cycle (WDLC) in analysing and designing the new website for International Conference on Libraries. The WDLC steps are:

i. Project Planning

- Define and study the problem that is faced by the Universiti Sains Malaysia and Hamzah Sendut Library regarding the International Conference on Libraries website
- Determining the project goals
- Determining the platform to use

ii. System Requirement Analysis

- Analyse the project goals and the requirement needed
- Analyse the type of website to develop
- Analyse the design

iii. System Design

- Designing the interface and layout
- Designing the images

iv. Implementation

- Develop the website from the draft into JOOMLA CMS

v. Testing

- Testing the website that has been develop
- Testing the multimedia on the website

vi. Acceptance and Deployment

- Consulting the acceptance of the website

vii. Maintenance

- Maintaining the website
- Educate the users on how to use the website

3.2.8 Project Planning

The problem of Hamzah Sendut Library and Universiti Sains Malaysia is the International Conference on Libraries that is organized by both of this organization are the form that is used to promote the international conference. The organizer that is Hamzah Sendut Library are using the website to promote the international conference, however the interface of the website that is used are not interactive and not attractive, thus has made the participation number for the international conference decreasing. The interface use for the website are the main problem that occur among the Hamzah Sendut Library. During the project planning of the international conference on Libraries website, the trainee is determining the project goals. The project goals for the international conference on libraries are to attract the participation from the others library and in promoting about the international conference that is organized by USM Library. To achieving the project goals, the trainee need to determine the project goals of International Conference on Libraries to align the with the new website that is going to be develop. The trainee also focusing on the platform to be used for the website development. The chosen of the platform are based on the discussion and agreed by the committee of International Conference of Libraries is choosing the right platform in developing the website. In the planning phase, this criteria need to be considered in developing the website due to the factors of the requirements needed by the organization. This criteria are among the important criteria that mostly have in developing a websites.

3.2.9 System Requirement Analysis

During the website development, the analysis is the most important thing that need to be considered according to Website Development Life Cycle (WDLC). In this phases, it more focusing on the analysis of the project especially the website. In development of the International Conference on Libraries Website, the trainee used the Website Development Life Cycle in developing the website for the international conference. During the analysis phase of Website Development Life Cycle for the International Conference on Libraries the trainee has been focusing on the several factors such as analyse the project goals and the requirement, analyse the type of the platform to be used for the website development and also analyse the designation to be used for the website. During the analysis phase, the trainee has analyse the important thing in development of website, that is analyse the project goals and the requirement need. The trainee need to analyse the project goals and the requirement needed to assist in the website development task. In this case, before the trainee developed the new website for International Conference, the trainee need to analyse the goals of the International Conference to suit it up with the website that going to be developed. The trainee also needs to analyse the requirement needed in the development of the website. The requirement and the goals of the project might be used to set up the website that is based on what has been request. Besides that, the trainee also analyse the suitable platform to use for the website development. The analysis for the platform used, will determine the platform to be used for the website, and thus can determine the type of the interface to fits the platform. In developing the International Conference on Libraries, the trainee has been involved with the discussion session with the committee of International Conference on Libraries that focused on the platform for the website. From the discussion, there are two option of platform to use in developing a website, that is using Word press Platform and Joomla Platform and the committee of the International Conference on Libraries has got the understanding in selecting JOOMLA as the main platform for the website. The chosen of Joomla platform in

developing websites is based on a few factors such as the staff of the International Conference Committee have an experience in dealing with this type of system. The trainee also focusing on analyse the designation for the website. The trainee has been focusing on the designation and interface to be applied for the website. Once the platform, has been selected, the trainee in involve in creating a designation and the interface of the website, in selecting the design and interface for the website, the trainee again involve in a discussion with the committee of International Conference. the committee decide to use the designation that showed about the theme of the International Conference and selecting to use the bright colour to highlight up the website. For the interface, the committee has decide to create an interface that is more interactive and intelligence, the idea to develop the interface that interactive and intelligence are from the other International Conference Website.

3.2.10 System Design

Once the trainee has done with the analysis phases, the trainee are focusing on the next phases in the Website Development Life Cycle (WDLC) that is design. For this project, it is more focusing on the system design for the International Conference on Libraries. In this phases, the trainee are participate in designing the interface and layout and also designing others thing, such as logo, brochures and others. The interface and layout of the website, are based on the discussion that has been made between the trainee and the committee of the International Conference on Libraries. The designing of the interface and layout are based on the themes of the International Conference, meanwhile for the designing of others task, it is based on the tasked that is assign by the committee of International Conference on Libraries. In this system design phases, the designation are using the Adobe Package software such as Adobe Photoshop, Adobe Fireworks, and Adobe Illustrators. In this phases, the system design for International Conference on Libraries Website are being monitored by the committee of International Conference and the designing item might be changing from time to time. The system design phases will determine about the acceptations of the

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website once the International Conference Website has been published might influence the attractions for the website. In this Phases, the trainee cannot simply create a design unless, the trainee has received the permission and being asked to create a certain designs.

3.2.11 Implementation

In implementation Phases of Website Development Life Cycle (WDLC). Implementation phases, involve the development of the project develop. For the International Conference on Libraries, the implementation phases are more towards the developments of the International Conference, and the development of the website are using the JOOMLA CMS. JOOMLA CMS is used in developed the whole website for the International Conference. The use of JOOMLA CMS in development of the website is being request by the Committee of the International Conference. The implementation of the website for the International Conference have two stages that is on the draft stages and on the full website stages. The first stages in developing website for International Conference on Libraries Website are to create a draft of the website. The trainee has been assigned to create a draft of the website for evaluation purpose. The draft of the website will be used in an evaluation process with the committee of the International Conference. During the evaluation, the draft of the website will be evaluate, for any corrections or enhancement before the actual website can be develop. In this stages, the dummy website which is based on the actual website is created as one of the evaluation process. The second stages in developing this websites are the full website stages. The full website stages is depending on the draft stages in which, the evaluation result of the draft website will be used in creating the full stages of the website. In the full websites stages, the trainee will conclude all the information needed on the interface of the website. For the full website stages, the design and the content for the data of the website are being concludes together. In this phase, the trainee are using the JOOMLA CMS to developed the website including inserting the content for the website. Almost all the procedure in developing the

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websites are using the JOOMLA CMS. In developing of this website, the trainee involve in creating the interface, layout and others but the content for the website, are being determine by the committee of the International Conference.

3.2.12 Testing

Testing the website for International Conference on Libraries is based on the Website Development Life Cycle (WDLC). The purpose of testing the website that has been create, is to find for and detect the error that might occur on the website. The testing of the website, are being handled by the committee of International Conference on Libraries. The testing of the website, normally used a temporary server and temporary domain name in testing the website. If the website, has been detect with an error, the trainee will need to make a corrections on the websites. The main purpose of this testing, is to make a final corrections before the website is being publish.

3.2.13 Acceptance and Deployment

During the development of special project that is the development of International Conference on Libraries website, the trainee has been involved in the Acceptance and Deployment Phases. Acceptance and Deployment phases are the phases that involve in the Website Development Life Cycle (WDLC). In this phases, the trainee are involve in handling about the acceptance and deployment of the website that has been developed by the trainee. The acceptance and deployment of the website will determine the successful of the website that is developed by the trainee. For the acceptance and deployment of the website, the trainee need to participate in a consultation process with the committee of the International Conference and the management of the library itself. The acceptance and deployment of the websites, is depending on the criteria that is provided by the Committee of the International Conference. For the acceptance and deployment of the International Conference website, the trainee are participate with the consultation with the committee of the International Conference and the management of the library from time to time. However, the acceptance and deployment of the ICOL Website take place during the

presentation session with all the top management of the library including the committee of the International Conference. During the presentation session, the trainee is required to present about the International Conference on Libraries website in front of the library management and the committee of the International Conference beside the website being evaluated during the presentation session. The management of the library and the committee of the International Conference, has accepted and satisfied with the International Conference on Libraries Website, and the committee and the management of the library has agreed the website to be publish with some minor corrections.

3.2.14 Maintenance

For the maintenance of the website, the trainee is in charge in maintaining the website, once the website has been published. The trainee maintaining the website for a temporary purpose before the trainee finished the industrial training period at Hamzah Sendut Library. For the future, the website will be delivered to the committee of the International Conference and the staff from the committee will handle the website including the maintaining the website. During the maintenance of the website, the trainee in charge in making the correction for the website also doing some enhancement to the websites. The trainee only have the opportunity for the maintaining the website for a short period due to the remaining industrial training period. Before, the trainee finished the industrial training period, the trainee has given the lesson to the staff about the maintenance of the website.



Figure 18 The Homepage for International Conference on Libraries (ICOL) Website (i)



Figure 17 The Homepage for International Conference on Libraries (ICOL) Websites (ii)

Chapter 4 Conclusion

For the conclusion, during the industrial training period at Hamzah Sendut Library, and Centre for Knowledge, Communication & Technology, the trainee have the opportunity to participate in the website creation beside able to explored the new thing including the working environment during the industrial training. The industrial training is one the valuable platform for the trainee to learn, explored and applied the new lesson that can be achieved. The trainee also have the opportunity to improve and strengthen the skills during the industrial training and adapting to the new environment that is working environment. The trainee also able to learn new skills and experience especially during handling the special project for the organization.

4.1 Application of knowledge, skills and experience

The application of knowledge, skills and experience is another platform for the trainee to focus on the knowledge, skills and experience that the trainee has learned at UiTM and during the industrial training. The application of knowledge, skills and experience allowed the trainee to apply the skills and knowledge that the trainee has learnt at industrial training period.

4.1.1 Electronic Publishing

During the industrial training period, the trainee has involve in electronic publishing task that is developing a website. In the electronic publishing, the trainee has participate in creating a design, multimedia and also website creation. The trainee has learned about the electronic publishing in UiTM under the subject of IMD 205 Multimedia for Information Presentation, IMD 208 Introduction to Web Content Management and Design, and IMD 258 Electronic Publishing. The trainee has applied the learning of the subject during the industrial training at Hamzah Sendut Library and Centre for Knowledge, Communication and Technology. With this knowledge, the trainee has got the trustworthy of the staff at Centre for Knowledge, Communication & Technology to participate along with the website creation task. With this knowledge, the trainee able to involved in a more advantages task in industrial training which has made the trainee

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different with the other trainee with this additional skills and knowledge. The additional skills, that the trainee have, has made the trainee to being selected as the developer for an important website within the industrial training at the organization.

4.1.2 Software applications

The additional knowledge and skills that is applied by the trainee during the industrial training are the software applications. The trainee has experience on the software application since in UiTM. The trainee has used the additional skills in doing work especially for the task that required the trainee to use the software application in handling the work. The trainee experience has caught the attraction the organization assist and guide the student with the new application and software to be learned. The trainee knowledge, skills and experience has attract the intention of the organization to involved the trainee in more advance task. The trainee has been invite to by the organization during the industrial training to participate in learning process of new application such as JOOMLA Content Management Software and also the trainee knowledge on library field, has attract the staff of Hamzah Sendut Library to teach the trainee about the library system. The intention that is show by the trainee are impressive and the trainee able to adapt the new software and application, in learning.

4.1.3 Event management

The other knowledge, skills and experience that the trainee have are the event management. The trainee experience in event management in UiTM is an advantage for the trainee at the organization during the industrial training. The trainee has experience a lot in event management whether it is a small event or big event, the trainee has experienced it. During the industrial training, the experience that the trainee have, has introduced the trainee with the new situations in event management. During industrial training at Hamzah Sendut Library, the trainee has been invite by the staff of System & Application department to participate in handling a meeting. The trainee has been invite to become one of the committee for a meeting with the Hamzah Sendut Library and other organizations. Beside improving, the current skills, knowledge and

experience, the trainee also able to applied the new event management skills in a big organization with high reputations.

4.2 Personal Taught and Opinion

For the personal taught and opinion, it is more focusing on the trainee perception and opinion throughout the industrial training period.

4.2.1 Positive work culture

During the industrial training at Universiti Sains Malaysia (USM) under the department of Centre for Knowledge, Communication & Technology, and Hamzah Sendut Library, the trainee has adapt some personal taught and opinion in the organization that is positive work culture. In the organization including the department, the trainee can observe a positive work culture within the staff of each department. The staff for each department are practising a positive work culture in the workplace, where the staff in the department are being positive towards the task that has been delegated and positive behaviours when dealing with peoples. The staff of each department also showed a positive work culture when the organization also applied the latest policy by time to time without having any problem. During the industrial training, the trainee able to capture the positive work culture within the staff of each department. From the observation, it shows that, the staff of each department are focusing on their task, compared to others unnecessary thing. The staff of each department are showing the priority in dealing with the task, where all tasked are being categories as the main priority that need to be considered.

4.2.2 Communication skills

The trainee opinions during the industrial training are the communication skills that are shown by the staff of each department. The staff of each department showed the communication skills in a highest level in the work place. For each of the department, communication skills are the important criteria that need to be considered in dealing with peoples. The communication skills use in dealing with people are outranges for all staff in all position. The communication skills showed are impressive whether in verbal communication skills, and non-verbal communication skills. This has made, the peoples who are dealing with this two department are feeling ease and become comfortable to dealing with the staff whether for work purpose or other purpose. The communication skills in each department are the most important thing to be considered, and this criteria need to be applied by all the staff of each department.

4.2.3 Problem solving

The other personal taught or opinion that the trainee gained from the organization during industrial training are the problem solving. For each department, the problem solving are one of the important criteria to be followed and adapt in dealing work. The department has stated a policy among each staff about the problem solving. Problem might be occurred in any work and it might need a problem solving skills to solve the problem. For Hamzah sendut Library, the problem solving skills are the important criteria that the staffs needs to have. This is due to the services that they are offered, where they are providing a services that relate with a lot of people that using the services. The staff of each department, needed to have a knowledge regarding the problem solving skills on each department. This is as one of the platform for the staff to adapt the problem solving skills. For the system & application department, each of the staff need to have a knowledge on problem solving skills regarding the library system that is used in the library. This is due to the factors of system problem, and the staff need to know on how to solve the problem within the estimated times, by trying to avoid the implication of system problem which may affects the services of the library. The

policy of the system & application department, are each staff from all position, need to know at least a basic problem solving skills regarding the library system.

4.2.4 Stress handling

During the industrial training, the trainee is able to adapt the personal taught that is stress handling. During the industrial training in both departments, the trainee has been teach about the method in handling stress especially in handling work. This method should be used by the trainee in dealing with work. The trainee is able to adapt the new method that is suggested and teaches by the staff to the trainee. The trainee able to handling a work without facing any stress in doing work, which can cause a major problem to the work when dealing with the stress.

4.3 Lesson learnt

Lesson learnt are the lesson that the trainee received throughout the industrial training period at Hamzah Sendut Library and Centre for Knowledge, Communication & Technology.

4.3.1 Work Commitment

During the industrial training, the trainee has learn a new lesson that is work commitment. This lesson is acquired by the trainee from the observation on the staff of each department. The trainee has learn that in dealing with work, commitment are the most important thing to be considered in doing work, because the commitment will show the completeness of the work. Having a good work commitment, may affect the result of the work whether the outcome might be an advantages or disadvantages. The work commitment showed, will assist in finishing work in a estimated time without need to be delayed from the estimated time. Work commitment, will help us in handling multiple task, beside will become a guide to the other peoples.

4.3.2 Punctuality

The trainee has learnt about the important of punctuality in the organization. The punctuality in the organization is the important thing that must be followed by all the staff in the organization. During the industrial training, the trainee has been practising about the punctuality in work. In handling the task, the trainee has been teaches to use punctuality in dealing with the work especially for the work that is important.

4.3.3 Inter personal skills

The trainee has learn about the inter personal skills in dealing with people. The organization has teaches the trainee to enhance the inter personal skills especially in dealing work. In Centre for Knowledge, Communication & Technology, the trainee need to have a great inter personal skills in dealing with people. This is due, in Centre for Knowlede, Communication & technology, the trainee need to deals with peoples including foreigners, and the trainee need to have a good inter personal skills. This is also used in Hamzah Sendut Library, where the trainee are required to deals with a lot of people whether in verbal communication or non-verbal communications.

4.4 Limitations and Recommendation

During the industrial training period, the trainee has discovered some limitations that have on each department.

4.4.1 Lack of expertise

The limitations that the trainee has discovered during the industrial training period are lack of expertise. Lacks of expertise are the main problem that is faced by the each of the department. For Centre for Knowledge, Communication & Technology, the problem of lacking staff are not the serious problem, this is due to the factors of numbers of staff in the department. However, the increasing number of website creation request has forced the expertise in Centre for Knowledge, Communication & Technology especially in Information System Unit feels the problem as one of the limitations. For the system & application department, the limitation of lacking of expertise might be a major problem to the department. This is due to the factors of the staff that doesn't enough. The

system and application department only have 5 staff, and this department might face a major problem especially when all the staff of the system & application department are attending a meeting and there is no one to handle a problem once the problem occur. For the recommendation, the trainee has suggest that the system & application department need to hired more staff to support the limitation of lacking of expertise. The new hired staff can be used to support the system & application department, when the other staff are attending a meeting or taking a leave.

4.4.2 Lack of cooperation

The other limitation that the trainee has discovered are lack of consideration. In both department, there are a problem that might be a major problem if the problem is not being handled properly. The problem of lack of cooperation is the among the most problem that rarely happen. However, if this problem, is not being handle properly, it will cause a big problem towards the organization. This problem has been discovered by the trainee in the organization when handling the task. This problem is cause by some of the staff that usually practice the unhealthy habit. Some of the staff, usually have lack of cooperation especially in doing work that need to get the feedback from other person. For the recommendation regarding the problem, the best solution to handle the problem are, the staff need to be participate in a team building session to recover the problem faced.

4.4.3 Lack of consideration

During the industrial training at Hamzah Sendut Library and Centre for Knowledge, Communication & Technology, the trainee able to discovered the limitation that faced by the staff of both department. The limitation is about the lack of consideration among the staff of both departments. This limitation is normally occur in both department and this limitation is normally caused by the staff itself. The trainee has discovered this limitation on the department that related with doing work. The limitation normally caused by some of the staff that practice impatience in doing work especially in doing a group work. The staffs normally, ask the other staff to handle a work within a short period of times. However, the trainee has found the recommendation for the limitation, that is the staff need to attends a counselling session with counsellor in overcoming this limitation.

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APPENDIX 1 : STUDENT'S CHECKLIST

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : MOHAMMAD ASHRAF BIN KAMAL
Student's Id : 2014689314
Unit / Department : PUSAI PENGETAHUAN KOMUNIKASI & TEKNOLOGI, PERPUSTAKAAN HANZ
Organization : UNIVERSITI SAINS MALAYSIA (USM) SENDAI
Semester : March – July 2016

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (✓)	DATE
1.	Receive, read and understand the documents;		/	
	1. Industrial Training Handbook			
	2. IMC690 Assessment			
	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 (1 – 5 February 2016). Email : izzatil.husna.arshad@gmail.com OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Izzatil Husna Arshad")			
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)	/	
6.	Understand that NO semester break during internship.		/	

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		/	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	/	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	/	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : izzatil.husna.arshad@gmail.com		/	
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 March – July 2016) before 28 March 2016 – Refer Academic Calendar for the date.		/	
16.	REGISTER for IMC690 (Industrial Training) course (22 February – 13 March 2016) – Refer Academic Calendar for the date.		/	
17.	VALIDATE for IMC690 (Industrial Training) course (14 – 31 March 2016). GUGUR TARAF: 1 April 2016 – Refer Academic Calendar for the date.		/	
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		/	

19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek for opinions from the Visiting Supervisor. But approval for the tasks (especially Special Project) may only be done by the Organizational Supervisor & Faculty Supervisor.		/	
20.	Submit the evaluation form (Rubric – Industrial Evaluation) to Industrial Training Coordinator OR Faculty Supervisor within the last week of internship (before / on 30 June 2016).		/	
21.	Attend the presentation (viva) at the faculty (17 – 20 July 2016) *subject to change. Bring along the evaluation form ('Borang Penilaian Pelajar') during the presentation.		/	
22.	Submit the Industrial Training Report (hard cover bind, dark blue) (17 – 20 July 2016).		/	
23.	Provide a softcopy of Industrial Training Report in a CD, sealed in an envelope nicely, and attached at the back of the report.	YES	/	
24.	Attach this checklist in Appendices section.	YES	/	
25.	Attach any other necessary documents which related to your tasks in Appendices section (i.e. : user manual, photos of activities, forms, sketches of storyboard, sample of interface, etc.).	YES	/	

NOTES :

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

**APPENDIX 11 : SCREEN
CAPTURE FOR CENTRE
FOR ALUMNI LIAISON
WEBSITE**



Pada peserta Program E-Research anjuran Ikrarman Malaysia Digital Economy Corporation (MDEC) dan Pusat Perhubungan Alumni

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Dr. [Name], [Title]

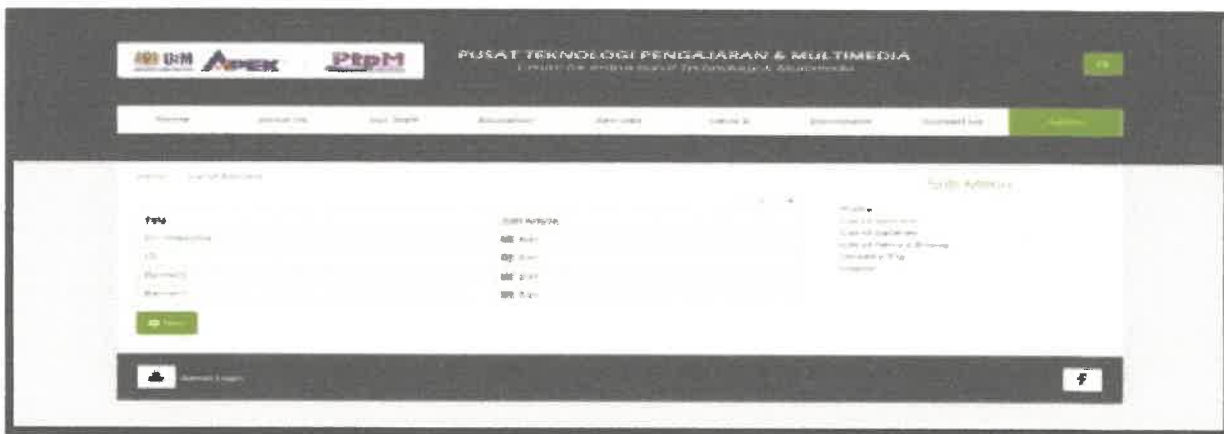


Year	Category	Score	Rank
2016	Research Excellence	44%	1st
2015	Research Excellence	42%	2nd
2014	Research Excellence	40%	3rd
2013	Research Excellence	38%	4th
2012	Research Excellence	36%	5th
2011	Research Excellence	34%	6th
2010	Research Excellence	32%	7th
2009	Research Excellence	30%	8th
2008	Research Excellence	28%	9th
2007	Research Excellence	26%	10th
2006	Research Excellence	24%	11th
2005	Research Excellence	22%	12th
2004	Research Excellence	20%	13th
2003	Research Excellence	18%	14th
2002	Research Excellence	16%	15th
2001	Research Excellence	14%	16th
2000	Research Excellence	12%	17th
1999	Research Excellence	10%	18th
1998	Research Excellence	8%	19th
1997	Research Excellence	6%	20th
1996	Research Excellence	4%	21st
1995	Research Excellence	2%	22nd
1994	Research Excellence	0%	23rd
1993	Research Excellence	0%	24th
1992	Research Excellence	0%	25th
1991	Research Excellence	0%	26th
1990	Research Excellence	0%	27th
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1948	Research Excellence	0%	69th
1947	Research Excellence	0%	70th
1946	Research Excellence	0%	71st
1945	Research Excellence	0%	72nd
1944	Research Excellence	0%	73rd
1943	Research Excellence	0%	74th
1942	Research Excellence	0%	75th
1941	Research Excellence	0%	76th
1940	Research Excellence	0%	77th
1939	Research Excellence	0%	78th
1938	Research Excellence	0%	79th
1937	Research Excellence	0%	80th
1936	Research Excellence	0%	81st
1935	Research Excellence	0%	82nd
1934	Research Excellence	0%	83rd
1933	Research Excellence	0%	84th
1932	Research Excellence	0%	85th
1931	Research Excellence	0%	86th
1930	Research Excellence	0%	87th
1929	Research Excellence	0%	88th
1928	Research Excellence	0%	89th
1927	Research Excellence	0%	90th
1926	Research Excellence	0%	91st
1925	Research Excellence	0%	92nd
1924	Research Excellence	0%	93rd
1923	Research Excellence	0%	94th
1922	Research Excellence	0%	95th
1921	Research Excellence	0%	96th
1920	Research Excellence	0%	97th
1919	Research Excellence	0%	98th
1918	Research Excellence	0%	99th
1917	Research Excellence	0%	100th





**APPENDIX 12 : SCREEN
CAPTURE FOR CENTRE
FOR INSTRUCTIONAL
TECHNOLOGY &
MULTIMEDIA WEBSITE**



UNIVERSITY OF MALAYA

STATISTIK BERKUALITI

1) Falsafah dan Misi

2) Struktur Organisasi

3) Misi dan Visi

4) Struktur Organisasi

5) Misi dan Visi

6) Struktur Organisasi

7) Misi dan Visi

8) Struktur Organisasi

9) Misi dan Visi

10) Struktur Organisasi

UNIVERSITY OF MALAYA

Statistik Berkualiti

1) Falsafah dan Misi

2) Struktur Organisasi

3) Misi dan Visi

4) Struktur Organisasi

5) Misi dan Visi

6) Struktur Organisasi

7) Misi dan Visi

8) Struktur Organisasi

9) Misi dan Visi

10) Struktur Organisasi

UNIVERSITY OF MALAYA

Articles

Articles	Author	Category	Date	Views	Downloads	Comments	Rating
1	Dr. Balakrishnan	Quality Management	2010-01-01	1000	50	10	4.5
2	Dr. Balakrishnan	Quality Management	2010-01-01	800	40	8	4.2
3	Dr. Balakrishnan	Quality Management	2010-01-01	700	35	7	4.0
4	Dr. Balakrishnan	Quality Management	2010-01-01	600	30	6	3.8
5	Dr. Balakrishnan	Quality Management	2010-01-01	500	25	5	3.5
6	Dr. Balakrishnan	Quality Management	2010-01-01	400	20	4	3.2
7	Dr. Balakrishnan	Quality Management	2010-01-01	300	15	3	3.0
8	Dr. Balakrishnan	Quality Management	2010-01-01	200	10	2	2.8
9	Dr. Balakrishnan	Quality Management	2010-01-01	100	5	1	2.5
10	Dr. Balakrishnan	Quality Management	2010-01-01	50	2	0	2.2

UNIVERSITY OF MALAYA

PROFESOR DR. BALAKRISHNAN MURUGESAN

1) Falsafah dan Misi

2) Struktur Organisasi

3) Misi dan Visi

4) Struktur Organisasi

5) Misi dan Visi

6) Struktur Organisasi

7) Misi dan Visi

8) Struktur Organisasi

9) Misi dan Visi

10) Struktur Organisasi

Balakrishnan
University

**APPENDIX 13 : SCREEN
CAPTURE FOR POLAR@
USM WEBSITE**



Antarctic

Antarctica is the southernmost continent, located in the southern hemisphere. It is the only continent that is completely surrounded by water. The continent is mostly covered in ice and is the coldest and driest continent on Earth. It is also the only continent that has no permanent residents. Antarctica is a unique and fascinating continent that offers many opportunities for research and exploration.

Antarctic Expeditions

Antarctic expeditions are organized by various organizations and individuals. These expeditions are typically focused on scientific research, environmental monitoring, and exploration. Expeditions to Antarctica can be challenging and require specialized equipment and training. However, they offer a unique opportunity to experience one of the most remote and beautiful places on Earth.

Antarctic Research

Antarctic research is a multidisciplinary field that includes geology, biology, chemistry, and physics. Researchers study the continent's unique environment to gain insights into climate change, ice dynamics, and the effects of human activity. Antarctica is a natural laboratory for studying the Earth's history and the future of our planet.

Antarctic Conservation

Antarctic conservation is a global effort to protect the continent's unique environment. The Antarctic Treaty System, established in 1959, provides a framework for international cooperation in Antarctica. The treaty prohibits nuclear testing and the disposal of radioactive waste in Antarctica. It also promotes scientific research and environmental protection. The Antarctic Peninsula is a particularly sensitive area, and conservation efforts are ongoing to protect its fragile ecosystems.

- Project News**
- Antarctic Expeditions**
- Antarctic Research**
- Antarctic Conservation**
- Antarctic Expeditions
 - Antarctic Research
 - Antarctic Conservation
 - Antarctic Expeditions
 - Antarctic Research
 - Antarctic Conservation
 - Antarctic Expeditions
 - Antarctic Research
 - Antarctic Conservation

All Downloads

- 2nd Malaysian International Seminar on Antarctic (Report)**

Download [Download](#)
- Minutes of Asian Forum of Polar Sciences (AIPS)**

Download [Download](#)
- Sustainable Antarctica Convent 2014 (Poster)**

Download [Download](#)
- Sustainable Antarctica Convent 2014 (Debate on visit)**

Download [Download](#)
- Sustainable Antarctica Convent 2014 (English presentation)**

Download [Download](#)

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Email *

Country *

Select country



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Search engines

Direct traffic

Referrals by a friend

Message *

Send



Username:

Password:

Remember me

LOGIN

[Forgot your password?](#)

[Reset your password!](#)

[Don't have an account?](#)

**APPENDIX 14 : SCREEN
CAPTURE FOR ASIAN
AND PACIFIC
ASSOCIATION FOR
SOCIAL WORK
EDUCATION WEBSITE**



GBM, Manila 2013



Recent Activities



"APASWE's 3rd Book-Social Work Education and Practitioners-Scholarship and Inclusions to the Asia Pacific."



Home > Constitution

Constitution

Article 1
Name: APASWE
Type: Association
Date of Inception: 1978
Head Office: Manila, Philippines

Background

APASWE was established in 1978 in Manila, Philippines. It is a non-profit, non-political organization that aims to promote and develop social work education and practice in the Asia-Pacific region. The organization is committed to the advancement of social work education and practice in the Asia-Pacific region.

Purpose

The purpose of APASWE is to promote and develop social work education and practice in the Asia-Pacific region. The organization is committed to the advancement of social work education and practice in the Asia-Pacific region.

Recent Activities



"APASWE's 3rd Book-Social Work Education and Practitioners-Scholarship and Inclusions to the Asia Pacific."



Welcome To APASWE Website



ASIAN AND PACIFIC ASSOCIATION FOR SOCIAL WORK EDUCATION: FORGING NEW
A PARADIGM OF PROFESSIONAL EDUCATION

- Home
- About APASWE
- APASWE History
- APASWE Objectives
- APASWE Membership
- APASWE Publications
- APASWE News
- APASWE Events
- APASWE Awards
- APASWE Contact Us

APASWE Publications



APASWE Publications
APASWE Journal
APASWE News
APASWE Bulletin

APASWE is an international organization of social work educators, researchers, and practitioners from Asia and the Pacific region. It is committed to promoting the development of social work education and practice in the region.

- APASWE is an international organization of social work educators, researchers, and practitioners from Asia and the Pacific region.
- APASWE is committed to promoting the development of social work education and practice in the region.
- APASWE is a member of the International Association of Social Work Schools (IASWS).

APASWE is a member of the International Association of Social Work Schools (IASWS). It is committed to promoting the development of social work education and practice in the region.



Board of APASWE



- President**
[Name]
- Vice President**
[Name]
- Secretary**
[Name]
- Treasurer**
[Name]

APASWE Publications

APASWE Publications
APASWE Journal
APASWE News
APASWE Bulletin

**APPENDIX 15 : SCREEN
CAPTURE FOR
INTERNATIONAL
CONFERENCE ON
LIBRARIES (ICOL)
WEBSITE**



INTERNATIONAL CONFERENCE ON LIBRARIES
PENANG, MALAYSIA, AUGUST 2 - 3
VISTANA HOTEL

- HOME
- PROGRAM
- CALL FOR PAPERS
- REGISTRATION
- ACCOMMODATION
- CONTACT US

Time left: 204 Days 01 Hour 38 Minutes 14 Seconds



IMPRESS ANY LISTER

- ICOL 2017
- ICOL 2017
- ICOL 2017
- ICOL 2017
- ICOL 2017
- ICOL 2017

Visitors Counter

000344

- Today
- All Day



International Conference on Libraries (ICOL) 2017, Universiti Sains Malaysia, 11800 USM, Pulau Pinang, Malaysia
Tel: +604-653 6302 / 3013 | Email: icol@conference2017@usm.edu.my



INTERNATIONAL CONFERENCE ON LIBRARIES
PENANG, MALAYSIA, AUGUST 2 - 3
VISTANA HOTEL

- HOME
- PROGRAM
- CALL FOR PAPERS
- REGISTRATION
- ACCOMMODATION
- CONTACT US

HOME / INTRODUCTION

Introduction

International Conference on Libraries (ICOL) is a conference that has been organized by Universiti Sains Malaysia (USM) since 2005. This time, ICOL 2017 will be organized on 2nd and 3rd August 2017 at Vistana Hotel, Penang, with the theme "Growth with Libraries".

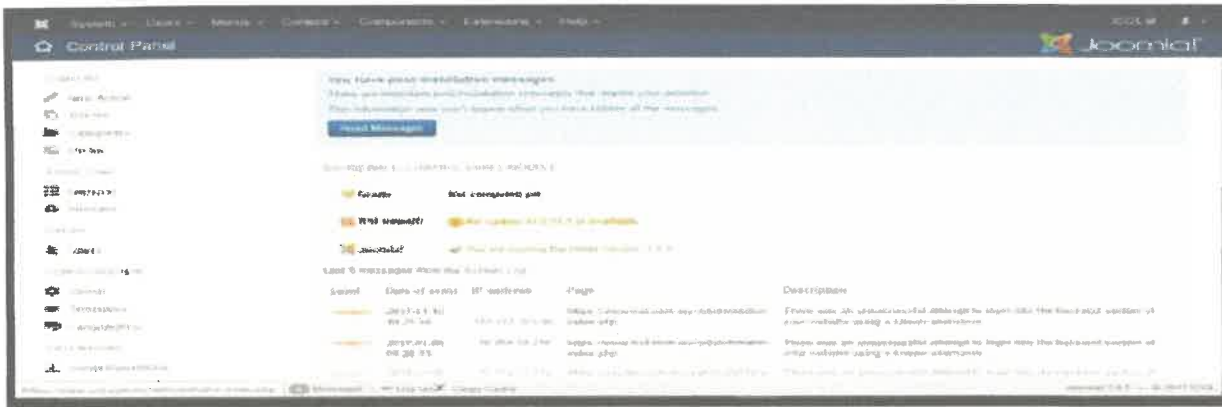
This conference is the best platform for information professionals from Malaysia and other countries to discuss the latest trends and developments in the field of librarianship and information science. It has also become one of the biggest events in the calendar of information professionals in Malaysia.

The conference site will be a good platform in presenting the latest library technologies through products and innovation exhibition by library related companies that can be used to improve library and information services in the future.

Sub Menu

- INTRODUCTION
- OBJECTIVES
- TARGET AUDIENCE
- TOPIC FOR PAPERS
- ICOL 2017 TEAM

History of International Conference on Libraries (ICOL)





REGISTRATION

REGISTRATION

Registration fees are as follows:

Click here to register

CATEGORY	REGISTRATION FEE
Malaysia	RM500.00
International	USD 600.00

All fees include airfare

Payment in RM only

Registration fees should be made payable to: USANI HOLDING SDN BHD
Bank Name: AMBANK (M) BERHAD

Contact Us

USANI HOLDING SDN BHD
101, Jalan Permatang, Bandar Permatang
11020 Permatang, Penang
Malaysia
Tel: +604 651 1111
Fax: +604 651 1112
E-mail: usani@usani.com.my
Website: www.usani.com.my



Language - Default

Log in

Control Panel

You have post-installation messages
View and interact with installation messages that appear your website.
This information, when used, appears when you login. Hidden all the messages.
[View Messages](#)

NOTIFICATIONS / ERRORS / Warnings / Notices

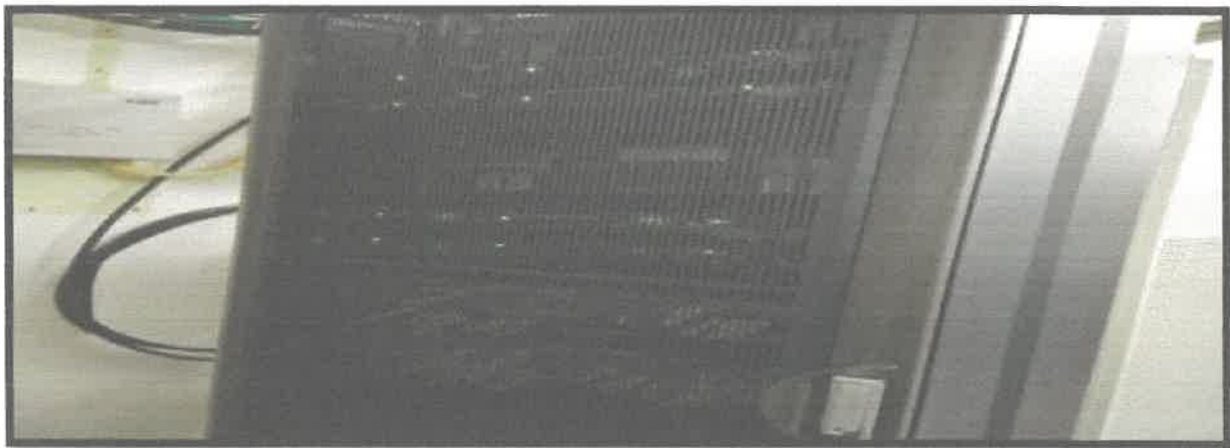
- Cache** **Not completed yet**
- 0/0 Joomla!** **0 messages of 0 to 0 messages**
- Joomla!** **You are running the latest version. 2.0.0**

Last 5 messages from the System log

Level	Date of event	IP address	Page	Description
Warning	2017-01-10 18:26:34	193.115.101.80	When login and user my website have been after	There was an attempt to log in with the username and password combination.
Warning	2017-01-06 08:28:37	81.254.182.10	When Joomla! of some my website have been after	There was an attempt to log in with the username and password combination.

Joomla! 3.8.5 - © 2017 USANI

APPENDIX 16 : IMAGES FOR UNIT VISIT





APPENDIX 17 : SLIDE SHOW

INDUSTRIAL TRAINING PRESENTATION



UNIVERSITI SAINS MALAYSIA (USM)
- PUSAT PENGETAHUAN KOMUNIKASI
& TEKNOLOGI
- PERPUSTAKAAN HAMZAH SENDUT

MUHAMMAD ASHRAF BIN KAMAL
3014689314
D11M4207A

1.0 ORGANIZATION INFORMATION

- ORGANIZATION : UNIVERSITI SAINS MALAYSIA (USM)
- ADDRESS : UNIVERSITI SAINS MALAYSIA, 11800 GELUGOR, PULAU PINANG
- CONTACT INFO
 - TEL NO : +604 - 653 3988
 - FAX NO : +604 - 653 6434
- WEBSITE PAGE : <http://www.usm.my/index.php/ms/>

2.0 DEPARTMENT INFORMATION

- i) PUSAT PENGETAHUAN KOMUNIKASI & TEKNOLOGI
Centre for Knowledge, Communication & Technology is responsible as one main centre that provide ICT services that is competent and affective for the campus community and outside community that is related.
 - Information System Unit
 - Information System Unit is one of the unit under Centre for Knowledge, Communication & Technology that responsible to support the departmental roles of Centre for Knowledge, Communication & Technology

2.0 Departmental Information

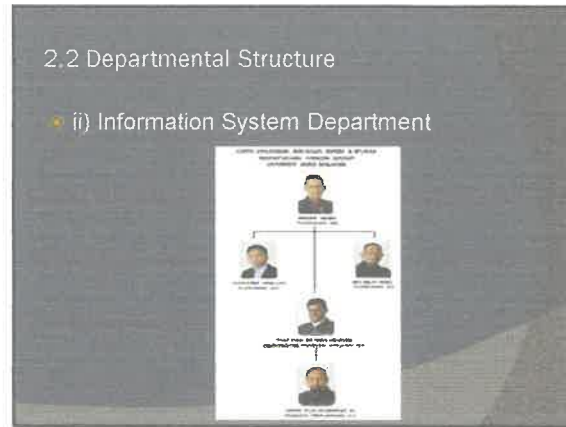
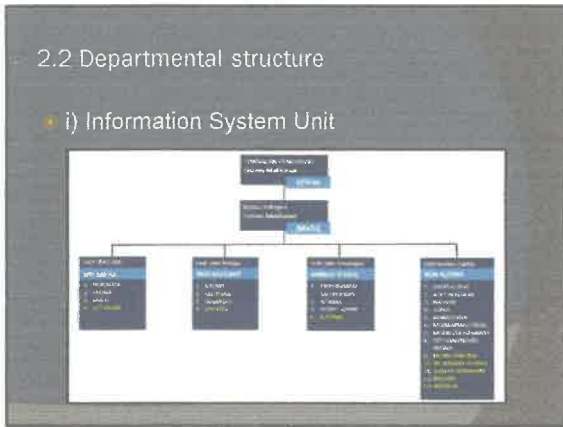
- ii) Perpustakaan Hamzah Sendut
Hamzah Sendut library is a academic and research library that own a valuable resources and a quality services to support the Universiti Sains Malaysia (USM) as a higher learning institution in teaching, learning, and research that support the development that contribute towards the knowledge improvement.
 - System and Application Department
System and Application Department is one of the division of Hamzah Sendut Library that plans and coordinates all the library automation activities and other use of information technology in the library including improve the information access through the development and support programme.

2.1 Department Function

- i) Information System Unit
 - Manage the University Staff Information System Services
 - Manage the University Student Information System Services
 - Manage web & Documentation Services
 - Manage the application development
 - Manage the application catalogue development

2.1 Department Function

- ii) System and Application Department
 - Plan and manage all computerized library information system
 - Plan and ensure the hardware / software and network functioning
 - Plan and manage purchasing, inventory and disposal of equipment, ICT hardware and software



- ### 3.1 Industrial Training Activities
- 3.1.1 Learning Software and Programming Language
 - 3.1.2 Website Creation
 - 3.1.3 Unit Site Visit
 - 3.1.4 Teaching Session
 - 3.1.5 Library Tour
 - 3.1.6 Briefing Session
 - 3.1.7 Learning KOHA Library System Modules
 - 3.1.8 SQL Database Learning
 - 3.1.9 Demonstration Session
 - 3.1.10 Replacing Staff
 - 3.1.11 Meeting and Discussion

Industrial Training Activities

- 3.1.1 Learning Software and Programming Language

- ### Industrial Training Activities
- 3.1.2 Website Creation
 - i) Centre for Alumni Liaison
 - ii) Centre for Instructional Technology & Multimedia
 - iii) Asian and Pacific Association for Social Work Education

Industrial Training Activities

- 3.1.2 Website Creation
- iv) Polar@USM

Industrial Training Activities

- 3.1.3 Unit Site Visit
- Administrative and Technical Support Unit
- Info Structure Unit

Industrial Training Activities

- 3.1.3 Unit Site Visit
- Administrative & Technical Support Unit



Industrial Training Activities

- 3.1.3 Unit Site Visit
- Info Structure Unit



Industrial Training Activities

- 3.1.4 Teaching Session
- Assigned by the staff
- Teach two internship trainee from Centre for Alumni Liaison
- Teach about the Website creation

Industrial Training Activities

- 3.1.5 Library Tour
- Involve in a library tour of Hamzah Sendut Library, Hamzah Sendut Library1
- Visit to every department of the library
 - Acquisition, cataloguing, circulation, serial, customer relations, digitization & repository, reference & research, malaysiana & archive system & application

Industrial Training Activities

- 3.1.6 Briefing Session
- KOHA library system briefing
- Server room briefing
- Asset management briefing
- Library system error briefing
- Unexpected error briefing

Industrial Training Activities

- 3.1.7 Learning Koha Library System Modules
- Learned the modules of KOHA library system
 - Modules involve are circulation, acquisition, cataloguing, serials
- Set up the circulation rules

Industrial Training Activities

- 3.1.8 SQL Database Learning
- Learning SQL Database for KOHA Library System
- Learning on how to generate report for library system

Industrial Training Activities

- 3.1.9 Demonstration Session
- With reference & research department



Industrial Training Activities

- 3.1.10 Replacing Staff
- Replaced the staff for departmental work
- Involve in handling query and report
- Act as department telephonies

Industrial Training Activities

- 3.1.11 Meeting and Discussion
- Meeting with section head
- Meeting with industrial supervisor, head of section, and head of department
- Meeting with deputy chief librarian
- Meeting with head of department
- Meeting with senior information technology officer
- Meeting with senior chief librarian
- Meeting with ICOL committee
- Meeting with reference & research department
- Discussion with the library staff

3.2 Industrial Training Special Project



- International Conference on Libraries (ICOL) Website
- [ICOL Website](#)
- [ICOL Website](#)

Special Project (International Conference on Libraries (ICOL) Website)

• Summary

- The International Conference on Libraries is the main event of Hamzah Sendut Library that is held once on every two years
- International Conference on Libraries focused are to gathering the information professional and librarian from all over the world that participate in the international conference on sharing knowledge about the librarian fields.

Special Project (International Conference on Libraries (ICOL) Website)

• Problem Statement

- Lack of participation for the International Conference on Libraries (ICOL) are the main problem that occur in the previous Conference.
- Unattractive design of the previous International Conference website

Special Project (International Conference on Libraries (ICOL) Website)

• Objective of Project

- To promote the international conference on libraries that organized by USM library as one of the successful libraries conference in the world
- Attract the participation from another libraries to participate in this libraries conference
- Increase the participation in knowledge sharing regarding librarian fields

Special Project (International Conference on Libraries (ICOL) Website)

• Enhancement

- Develop a new conference website to replace the previous websites
- Improve in designation and interface
- Use a easiest platform
- Improve on the topic selection

4.0 Conclusion

• 4.1 Application of Knowledge, Skills and Experience in Handling the Task

- Electronic publishing
- System error troubleshooting
- Web processing software
- Meeting handling procedure

4.0 Conclusion

• 4.2 Personnel Taught and Opinion

- Positive work culture
- Communication skills
- Problem solving
- Stress handling

4.0 Conclusion

4.3 Lesson Learnt

- Work commitment
- Punctuality
- Inter personal skills

4.0 Conclusion

4.4 Limitations and Recommendation

- Lack of expertise
- Lack of cooperation
- Lack of consideration