



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
JABATAN KEHAKIMAN SYARIAH NEGERI KELANTAN
(KOTA BHARU)
BANDAR BARU TUNJUNG, JALAN PASIR MAS SALOR, 15510
KOTA BHARU, KELANTAN, MALAYSIA.

SPECIAL PROJECT: SYSTEM DEVELOPMENT
(SYSTEM E-PRACTICAL)

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SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 FEBRUARY 2017 – 30 JUNE 2017

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REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING

FACULTY OF INFORMATION MANAGEMENT

UNIVERSITI TEKNOLOGI MARA KELANTAN

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DECLARATION

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Date of submission: 13 July 2017

ABSTRACT

Abstract: *This report is containing the full report of trainee internship at Jabatan Kehakiman Syariah Negeri Kelantan. The trainee has complete his internship for about 150 days or in other word is about 5 months at JKSNK. This report will contain all the information such as, the organization background, the activity that has been done by the trainee, and the special project that the trainee does during the internship. The internship has been started at 1 February 2017 until 30 June 2017. During the internship trainee has gained a lot of new knowledge and it is very good experience for trainee in future. Besides that, this report also will give an information about what lesson and benefits that the trainee has gained during the period time of internship.*

Keywords: *Internship, Jabatan Kehakiman Syariah Negeri Kelantan, special project, knowledge, E-Practical*

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Most of all I would like to give a huge gratitude to our dearest lecturer and faculty supervisor Madam Noor Rahmawati Binti Alias. She had given a lot of guidelines and advice in order for us to accomplish this internship. Without his guidelines and advice, we would not be able to complete this internship perfectly. Besides that, I also would like to send my biggest thank you to my organization supervisor, Miss Wan Faridah Hanum Binti Wan Yaacob for let me to complete my internship right there. After that, I also want to thank you all the staff at Jabatan Kehakiman Syariah Negeri Kelantan, for treating me very nicely and has given me many knowledge and experience.

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CHAPTER 1:
INTRODUCTION

1.1 Background of the organization.

Jabatan Kehakiman Syariah Negeri Kelantan was established to ensure that all issues related to the Sharia and Islamic family in Kelantan can be resolved in the best way according to Islamic Laws are based on the Quran and many Hadith.

This is the function Jabatan Kehakiman Syariah Negeri Kelantan:

- ❖ To receive and coordinate the cases brought to the Sharia Court in a fair manner in accordance with the provisions of the law.
- ❖ To enforce and implement the Islamic judicial system in an organized and efficient.
- ❖ Manage the Sharia Appeal cases regularly and effectively.
- ❖ Manage estate distribution application.
- ❖ Develop trained human resources and sufficient.
- ❖ Provide consultation services, meetings and peace.

JKSN first established under Section 8 (1), (2), (3) and (4) of the Administration of the Court Kelantan Sharia 1982 (Amendment 1998). Its establishment into force on 16th July 1998 by the State Government Jld.51 Gazette No. 7 dated 26th March 1998. Before that, courts of the Kelantan Sharia under the office of Qadhi Besar headed by Chief Qadi and later changed to Chief Judge started on 16th August 1998.



Figure 1.1: View of Jabatan Kehakiman Syariah Negeri Kelantan

1.1.1 Vision

"Realization of Administration and Justice of Syariah Complete and Authoritative
Perfect against Islamic Law and Legal to All Walks of Life"

1.1.2 Mission

- ❖ Guided Justice discloses Islamic Law and Legal Existing.
- ❖ Improving Management and Efficient Administration of Quality.
- ❖ The use of ICT in all matters Administration.
- ❖ Appropriate staff training and Continuous.
- ❖ Providing Adequate Facilities towards Customers Knowledge.

1.1.3 Objectives

"Providing and Implementing Fair, Efficient and Effective Management of Syariah
Court Cases on the Basis of Shariah Law and Legislations"



Figure 1.2: Logo of JKS Kelantan

1.2 Organizational Structure

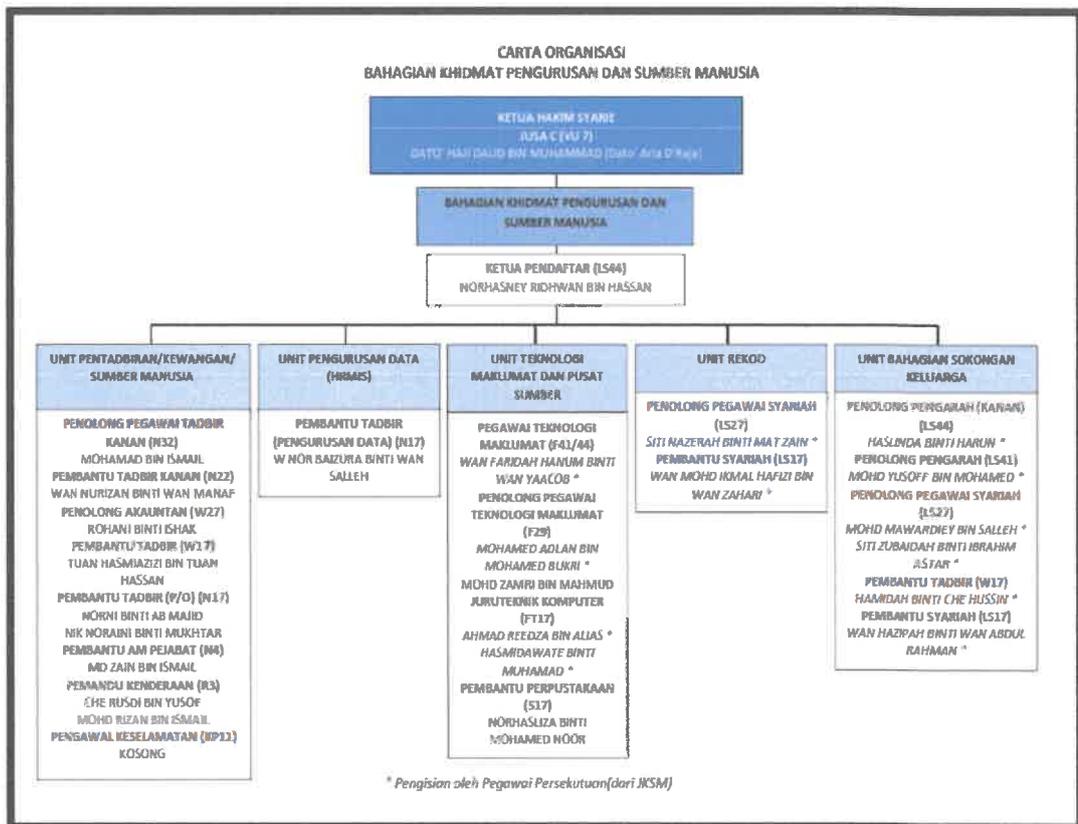


Figure 1.3: JKS organization chart

The figure above, show all the staff that worked at Jabatan Kehakiman Syariah Negeri Kelantan. JKSN consist about 5 units or department which is, Administrative, Financial and Human Resource Department, Data Management Unit, Information Technology and Resource Center Department, Record Department and Family Support Department. All the department have their own responsibility to make sure the all the work is effective.

CHAPTER 2

ORGANIZATION INFORMATION

2.1. Department structure

The figure below shows the department chart of JKSN:

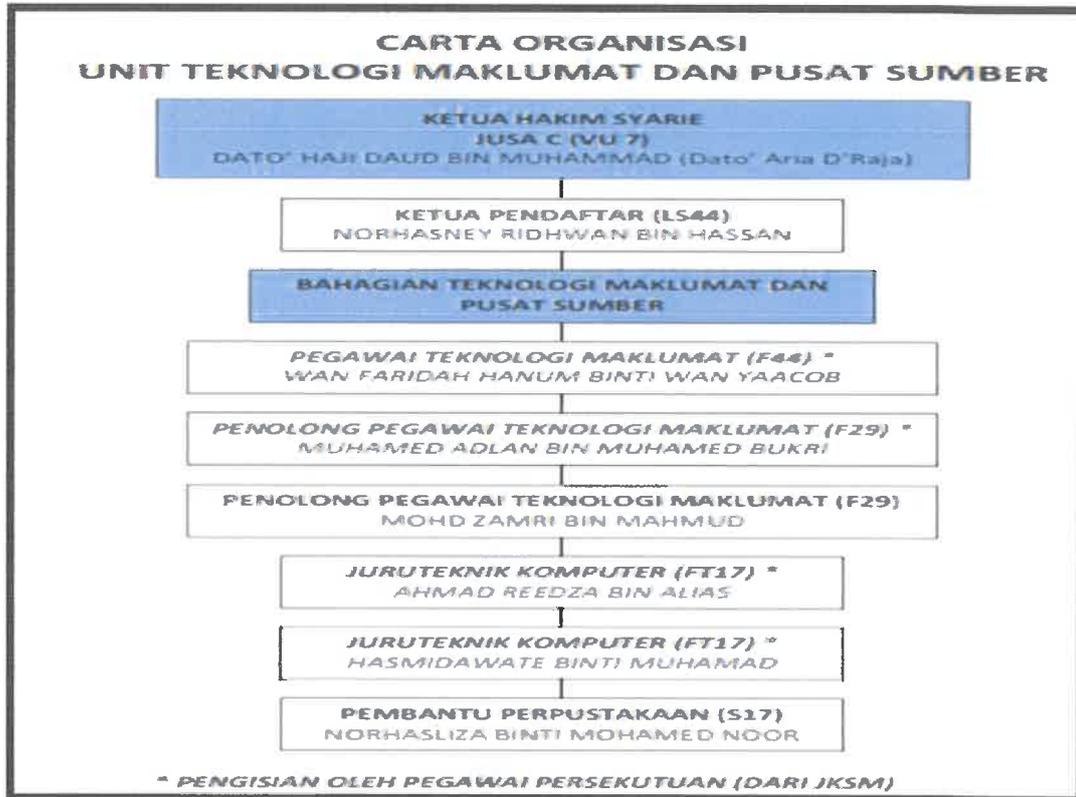


Figure 2.1: ICT department chart

After reporting to the organization at the first day, the trainee has been placed at room in level 2 in JKSN. In ICT and Resource Center Department, they consist about 6 staff which is Miss Wan Faridah Hanum Binti Wan Yaacob as an ICT Officer. After that, MR Muhamed Adlan Bin Muhamed Bukri and MR Mohd Zamri Bin Mahmud as Assistant ICT Officer, and MR Ahmad Redza Bin Alias and MRS Hasmidawate Binti Muhamad as Computer Technician. For resource center, the person that responsible to handle all the activity in resource center is MRS Norhasliza Binti Mohamed Noor.

2.2. Department function

ICT Division Kelantan Syariah Judicial Department is one of the parts under management sector. Where officers and staff of the Division is to be supplied by the Federal Government and the State Government through the Department of Syariah Judiciary Malaysia to provide ICT support services to the citizens JKSNK and responsible for the development and coordination of ICT in JKSNK.

This division is headed by an Information Technology Officer F41 / 44 and is assisted by two Assistant Officer F29 two (2) The FT17 Computer Technician. The Division has four (4) main function to support the ICT-related matters, namely ICT Planning, Technical and Operations, Application Management and Application Security. All four of these functions led by Information Technology Officer F41.

2.2.1. Mission

- ❖ Providing ICT services effectively, efficiently and safely to ensure effectiveness in the management of safety in Jabatan Kehakiman Syariah Negeri Kelantan (JKSNK).

2.2.2. Vision

- ❖ ICT as the main driver for ICT development at Jabatan Kehakiman Syariah Negeri Kelantan (JKSNK).

2.2.3. Objectives

- ❖ Coordinate, monitor and improve the use of the latest computer technology to all officers and staff at the Kelantan Syariah Judicial Department.
- ❖ The efficient management of ICT to support the strategic needs Jabatan Kehakiman Syariah Negeri Kelantan (JKSNK) and to use ICT to citizens.

2.2.4. Function

- I. Ensure that the system is available to be used properly.
- II. To provide ICT and technical assistance needed to all Division / Unit under the Department of Justice of the Kelantan Syariah included in the Syariah Court each region in the implementation of programs and activities of ICT that have been assigned to the department to be more productive, efficient and effective in carrying out its functions.
- III. Solve and report problems associated with systems provided by JKSM reported through the use of HelpDesk.
- IV. Determine the distribution of ICT within the department and managing ICT infrastructure, including hardware and software available in the Kelantan Syariah Judiciary Department (JKSNK).
- V. ICT equipment inventory control.
- VI. Disposal of ICT equipment (asset JKSM).
- VII. Manage and monitor the use of e-Syariah system, e-TMS, e-Talk and other systems in good working order.
- VIII. Designing Strategic Plan and ICT Security Plan JKSNK.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITY

2.1. Training Activity

Within the internship period, the trainee has undergone a few activities such as preventive maintenance, computer maintenance and others.

2.1.1. Preventive maintenance of hardware and software

Preventive maintenance is an activity that actually will be done by ICT staff at Jabatan Kehakiman Syariah Negeri Kelantan (JKSN). Preventive maintenance can be defined as routine checkup of every single computer that available in Mahkamah Tinggi Syariah and Mahkamah Rendah Syariah around Kelantan. For preventive maintenance, the trainee has been visit to Mahkamah Rendah Syariah that located at Tanah Merah. During, preventive maintenance there are a few things that the trainee to checkup in every staff computer. The trainee need to check up, the internet connection is available or not. If there are no internet connection, the trainee must report to the ICT staff and they will troubleshoot and repair the problem connection. After that, the trainee also need to check is the antivirus already installed or not in the computer. The organization has been used Sophos Endpoint Security and Control antivirus. If there are no antivirus installed, so the trainee must install the antivirus by using software that has been given, and if there already the antivirus so, the trainee must run the software and scan for viruses. If there are virus detected by antivirus, the trainee must remove the virus from computer.

After that, the trainee also need to checkup if Defraggler and Ccleaner software has been install or not. Defraggler is a software that speed up user PC by fragmented files on user machine and organizing them more efficiently. Meanwhile, for Ccleaner it can delete temporary or potentially unwanted files left by certain program including web browsers along with browsing history for example cookies. Just like antivirus, if there are no software has been install the trainee must install them to the computer. If the software has been install, the training must run the software.

UNIT TEKNOLOGI MAKLUMAT DAN KOMUNIKASI
JABATAN KEHAKIMAN SYARIAH KELANTAN
Kompleks Mahkamah Syariah Bandar Baru Tunjung

Borang Penyelenggaraan Pencegahan Perkakasan dan Perisian ICT

Bahagian A: Maklumat Am			
Nama Pengguna		Lokasi	
Jawatan/Unit		Jabatan/Barang/Unit	
No. Telefon		Tandatangan	
Bahagian B: Kewujudan Komputer Peribadi			
Jenis komputer pengguna			
Adakah pengguna mempunyai akses internet		<input type="checkbox"/> Komputer Desktop <input type="checkbox"/> Laptop/Netbook <input type="checkbox"/> Tablet <input type="checkbox"/> Other	
Bahagian C: Jenis Perkakasan ICT			
Monitor			
Mouse			
Papan Kekunci			
Telefon			
Perisai			
Pamflet			
Lain-lain			
Bahagian D: Penyelenggaraan			
Sila pastikan bahawa perisian berikut dalam folder yang dinyatakan			
D1	Perisian antivirus perisian ICT dan kabal		<input type="checkbox"/>
D2	Applikasi berikut telah dipasang: a) Anti Virus - Kaspersky / Lain-lain (Nyatakan) * Pastikan hanya satu (1) anti virus dipasang dalam satu sahaja komputer b) Defraggler c) Ccleaner		<input type="checkbox"/>
D3	a) Lancarkan Ccleaner untuk mengemaskan fail dan registry b) Lancarkan Defraggler untuk mengemaskan fail c) Lancarkan Anti Virus untuk mengemaskan virus		<input type="checkbox"/>
D4	Siapa sahaja sumbernya pengguna menggunakan Anti Virus (jika ada)		<input type="checkbox"/>
D5	Pastikan terdapat direktori bernama adw@un.ikl dalam thumbdrive		<input type="checkbox"/>
Catatan - Komen			
Saya telah menjalankan pemeriksaan penyelenggaraan yang telah diberikan mengikut prosedur yang ditetapkan			
Nama Juruteknik Komputer			
Tandatangan			
Tandatangan			

Figure 3.1: Form of preventive maintenance

If all the software is working properly, the trainee must check the hardware of the computer. The trainee will be given a form to be fill with the information of hardware and software. The hardware that the trainee must check is, the brand of monitor, CPU, mouse, and printer if available.

All the information will be fill into the form that has been given. If all the hardware is working properly, the trainee just can sign the form as an evidence. But, if there are a problem occur with the hardware or software, the trainee must state the problem in the form before sign.

The trainee will do a same routine to every branch that has been visited for preventive maintenance. The preventive maintenance activity, is actually good for trainee in order to gain more experience about work life and can sharpen the trainee skills.

2.1.2. PC maintenance

PC maintenance has divided into a few activities. It is, repairing computer, formatting computer, cleaning CPU and troubleshoot problem. All the activities related with PC maintenance will be done in *Bilik Baik Pulih Komputer* that located in level 3 at Kompleks Jabatan Kehakiman Syariah Negeri Kelantan. There, the staff that responsible to repair, troubleshoot problems, and cleaning computer is technician of ICT department, MR Redza Bin Alias and MRS Hasmidawatee Binti Muhamad. Both of them is responsible, to handle all the broken computer that has been sent there. Because of only at Kompleks Jabatan Kehakiman Syariah Kelantan that located at Kota Bharu have an ICT department, so all the branches of Syariah Court around Kelantan, will be send their problem computer to *Bilik Baik Pulih Komputer* to be repaired by technician.



Figure 3.2: Maintenance room

One of the PC maintenance activity is repairing the CPU. The staff will tell the trainee what to repair and with the guidance the trainee will repair the computer by himself. For example, change internal hard disk to the new one, change SATA cable, and change CMOS battery.



Figure 3.3: Process of changing hard disk



Figure 3.4: PC maintenance

Besides that, the trainee also will be asked by the staff to clean inside the CPU. The reason of cleaning the CPU is to boost up CPU performance. This is because, dust will slow down the CPU performance and it easily hot. The trainee usually will use vacuum to clean all the dust and spider web in the CPU.

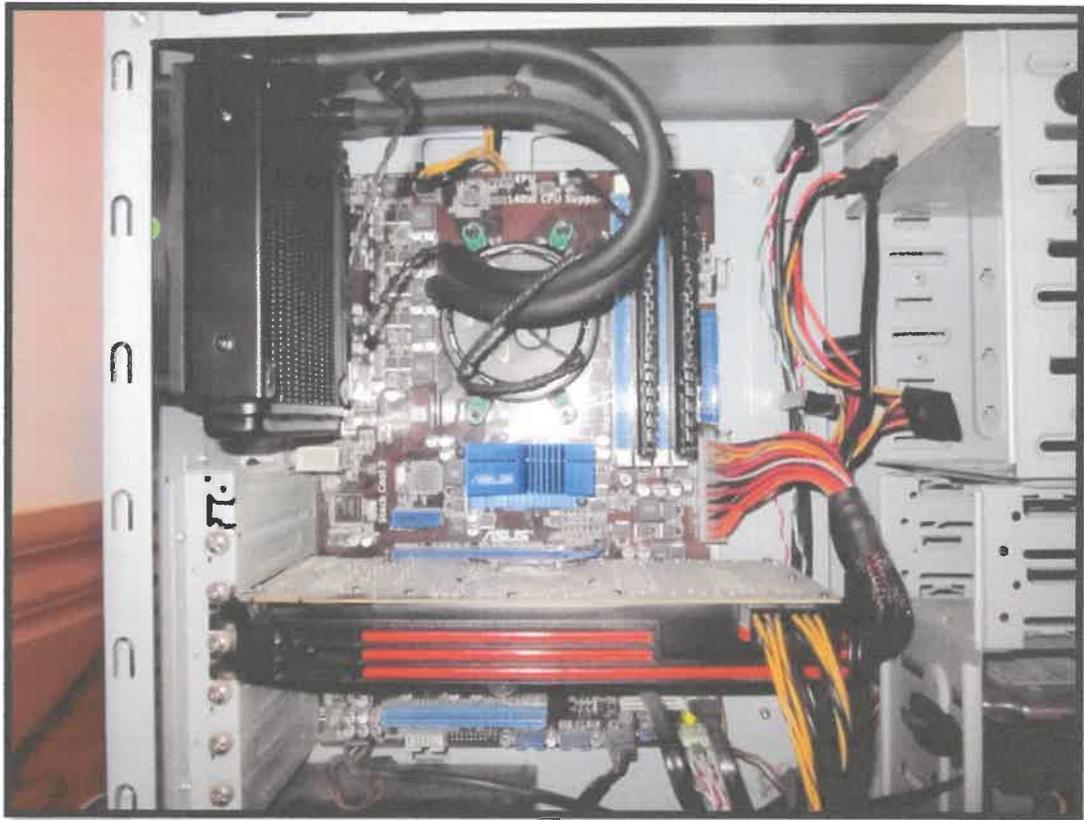


Figure 3.5: Process of cleaning CPU

2.1.3. Presentation

In period time of internship, the trainee need to present the progress of the development of the system to the ICT staff. The trainee need to present about 3 times during internship. For the first presentation, the trainee need to present about the idea of the system, the diagram of flowchart, CD, DFD and ERD design that the trainee has been thinking.

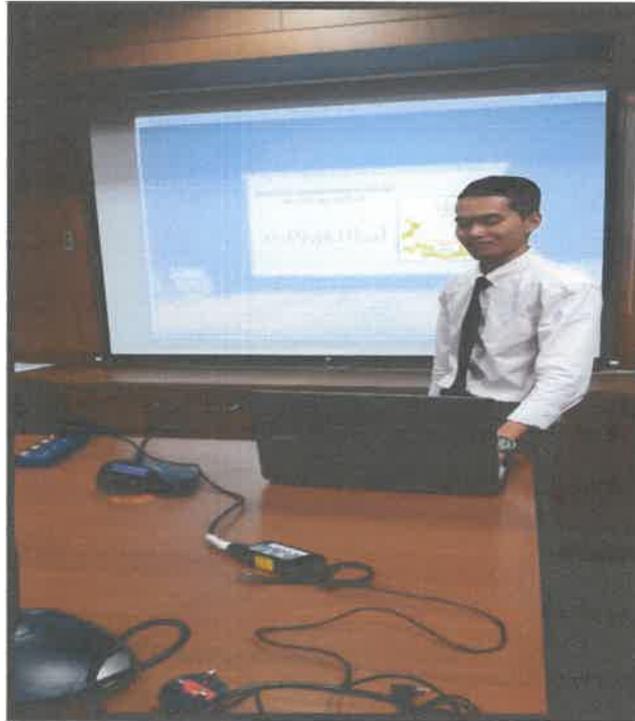


Figure 3.6: First presentation

After that, the second presentation the trainee need to show a progress of the system development. In that presentation, the trainee need to show a progress which is a system that should be 50% done. During this session, the staff giving their opinions and ideas to help trainee develop the good system and meet user requirement. Besides that, before third presentation day, the trainee faculty supervisor Madam Noor Rahmawati Binti Alias has come to organization for lecturer visit. Madam Noor Rahmawati Binti Alias, grab the golden opportunity to observe and give advice about the system that the trainee develop.



Figure 3.7: Second presentation



Figure 3.8: Picture with ICT Officer and Faculty Supervisor

Then, for the third presentation, the trainee need to show the system that has been develop to all the ICT staff in Jabatan Kehakiman Syariah Negeri Kelantan. During this presentation, the trainee must show all the functions of the system that has been asked by the organization. In this presentation, the trainee also need to make sure, the system is working properly and do not have any not working functions. In that presentation also, the trainee need to show a progress which is a system that should be 80% done. During this session, the staff still giving their opinions and ideas to help trainee develop the good system and meet user requirement.

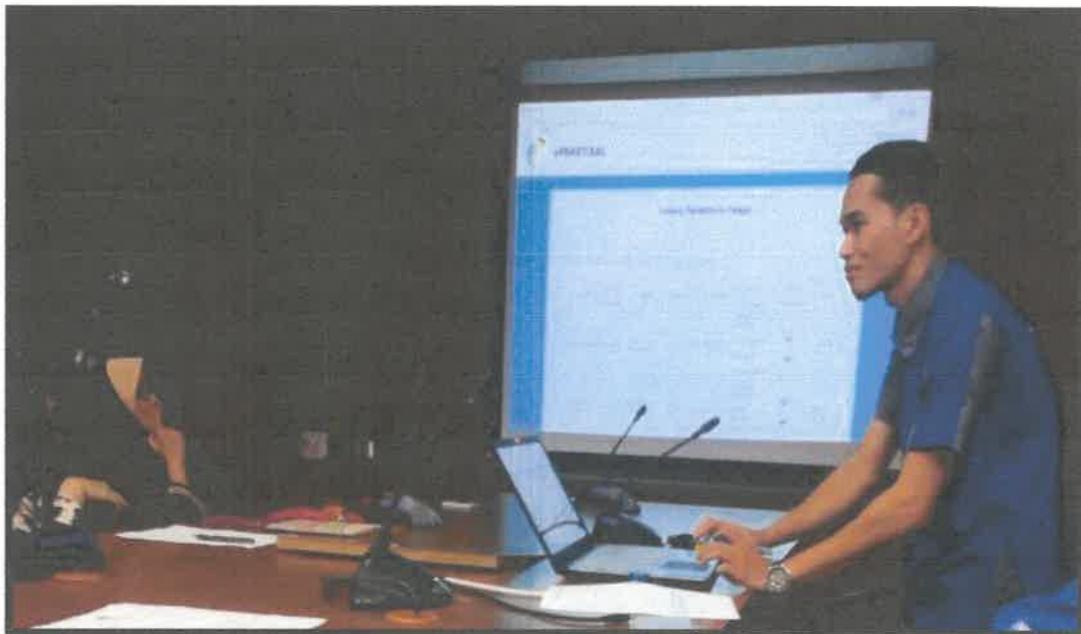


Figure 3.9: Presentation of third system

2.1.4. Cleaning store room

In order to have a comfortable work place and to make sure the trainee can do a job efficiently. The trainee must make sure the workplace is always in good condition, clean and all equipment in good place. That is why, the trainee has been cleaning room for a few time during the internship.



Figure 3.10: Trainee arranging ICT supplies and equipment in the ICT store room

2.1.5. Creating RJ45 cable

At this stage, the trainee need to create RJ45 cable for a new experience. Before, creating RJ45 cable, the staff from ICT department, MR Adlan Bin Muhamed Bukri has given a tutorial for trainee about the right ways and the right arrangement colour of wires of creating RJ45 cables and make sure the wires of RJ45 is functions.

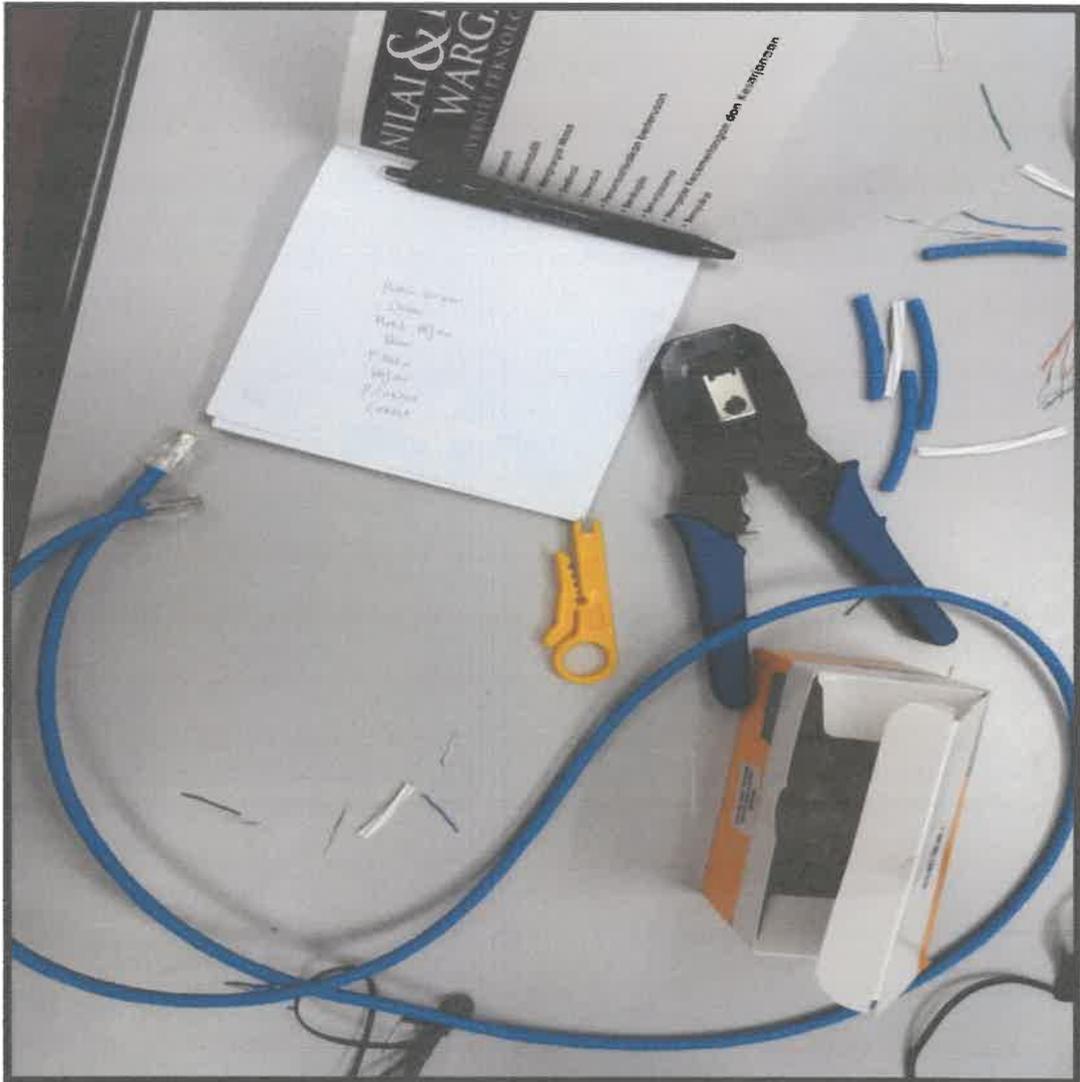


Figure 3.11: Equipment for creating RJ45 cable

2.1.6. Exposure to server room facilities

At this phases, Encik Muhamad Adlan Bin Muhamed Bukri as responsible staff ICT give trainee permission to enter server room. Server room placed at middle in organization building or at level 3 because to avoid flooding if happen. Server room at restricted area because it consist private information about clients and staff, at server room trainee can see many thing like raised floor, air conditioner, ramp, server rack, HO2 tank, server computer, power supply units, cable trays, hubs and many cabling type such as fiber optic wires, LAN cable, and power supply cable.

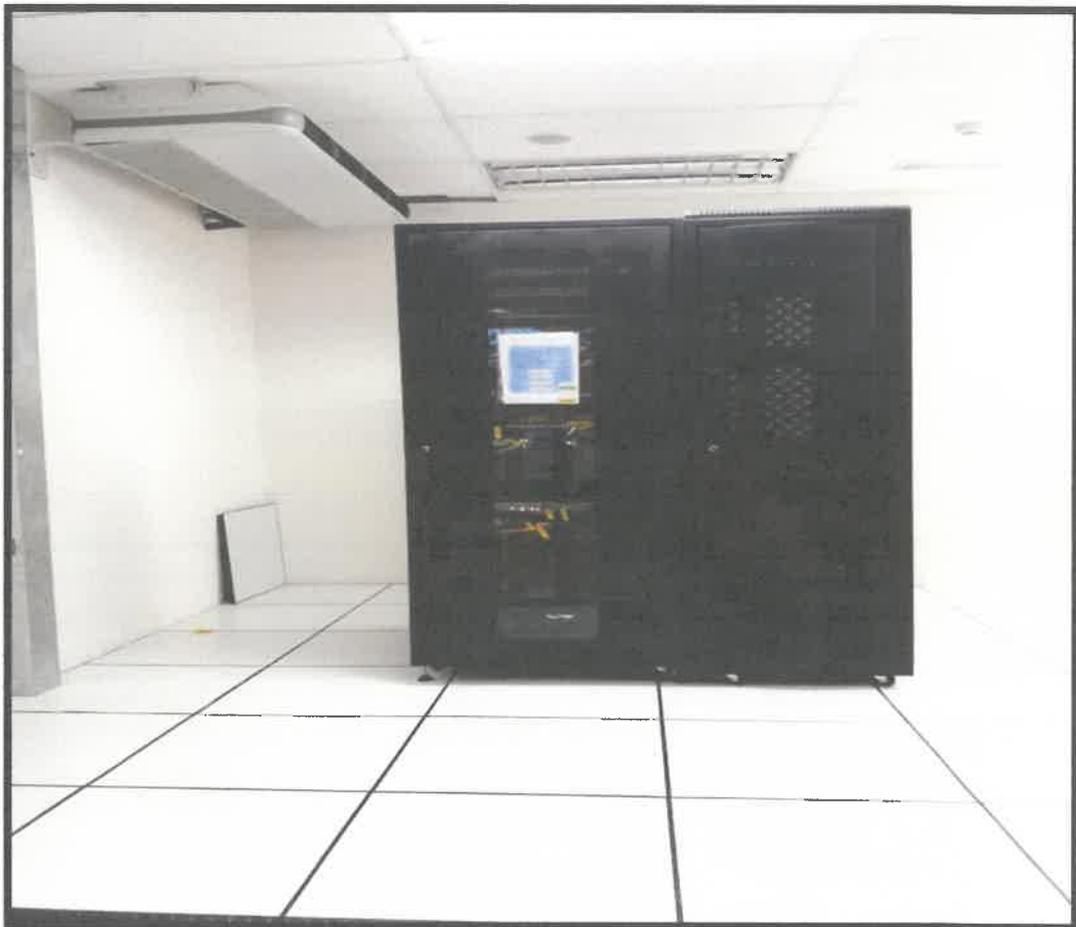


Figure 3.12: Server room at level 3

2.1.7. Exposure of file in records room

At this stage, trainee will be exposed by organization supervisor with real environment of records rooms, in Jabatan Kehakiman Syariah Negeri Kelantan records room stated at level 4. For information records can be defined as information that must have been created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. Records room is a function to help preserve this feature of syariah records in JKSN Kelantan.

In records room, there are many facilities like mobile shelves to make it easier for staff to keep and find files when needed. Besides that, in records room, there is also an H₂O tank like a server room to take action when there is a fire. Records room keeps many files of customers like crime cases and mal cases, records files of customers are divided by colors. In records room, the staff responsible is Madam Siti Nazeran Binti Mat Zain as record officers, Madam Siti Nazeran Binti Mat Zain will make disposal by years like mal cases will be disposed after 10 years and for crime cases files will be disposed after 3 years.



Figure 3.13: Mobile shelf in records room



Figure 3.14: Boxes of faraid cases



Figure 3.15: Dispose Mal cases



Figure 3.16: Trainee and other industrial training students with records officer

2.1.8. Joining Court Hearing Sessions

During internship, trainee can enter courts at Jabatan Kehakiman Syariah Negeri Kelantan. At JKSN Kelantan have a several courts and divided by level, for lower courts have two courts, at level 2 is a lower courts 1 and level 3 is a lower courts 2. At level 4 have a 2 higher courts, at left is a higher courts 1 and at right is higher courts 2. Besides that, at level 5 in Jabatan Kehakiman Syariah Negeri Kelantan have appeal court to handle cases about customer's appeals. All courts can enter from 9.00 a.m. until 1.00 p.m.

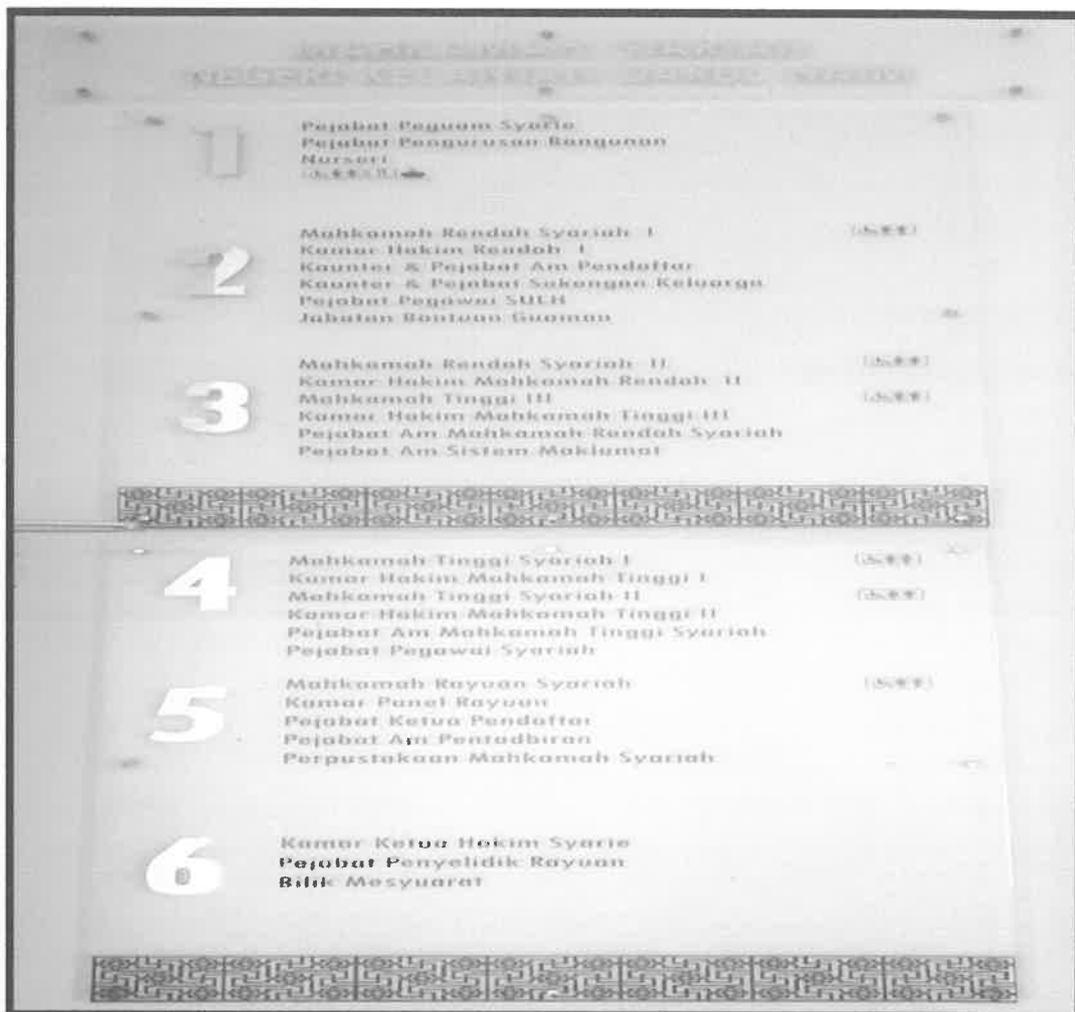


Figure 3.17: Courts by level at JKSN Kelantan

2.1.9. Thanksgiving ceremony

On Thursday, February 2, 2017, thanksgiving ceremony was held in conjunction with getting the best management excellence award in 2016 which located in Kelantan Syariah Judiciary Department. On the morning of the party among the participants Kelantan staff and students have worked together practical goat, cut onions, prepare the marinade and spices provide the appropriate equipment to make a meal of Arab dishes, goat curry and other side dishes.

At 12:30 p.m., the food was ready and we gathered to eat together. At that time the staff and students of all functional areas in Kelantan can change ideas and get to know each other with better. After staff and students practically of Jabatan Kehakiman Syariah Negeri Kelantan finished eating, we again worked together to clean equipment used to prepare a meal for the day which was cooked by Datuk Haji Daud Bin Mohammed (Dato Aria D'Raja).



Figure 3.18: Thanksgiving ceremony

2.2. System development

During the internship, the intern has been assigned to develop a system. The organization has assigned the trainee to develop a system that can manage their practical students. That system can record all the information of new practical students that arrived at the organization. Besides that, the system also will record all the information about student's details, institutes details, places and specialization details. That system has been name as System E-Practical.

Because of that, the main activity that trainee do during internship is about system development. Almost every day, the trainee will continue the development of the system because the system development has become as special project to complete the internship.

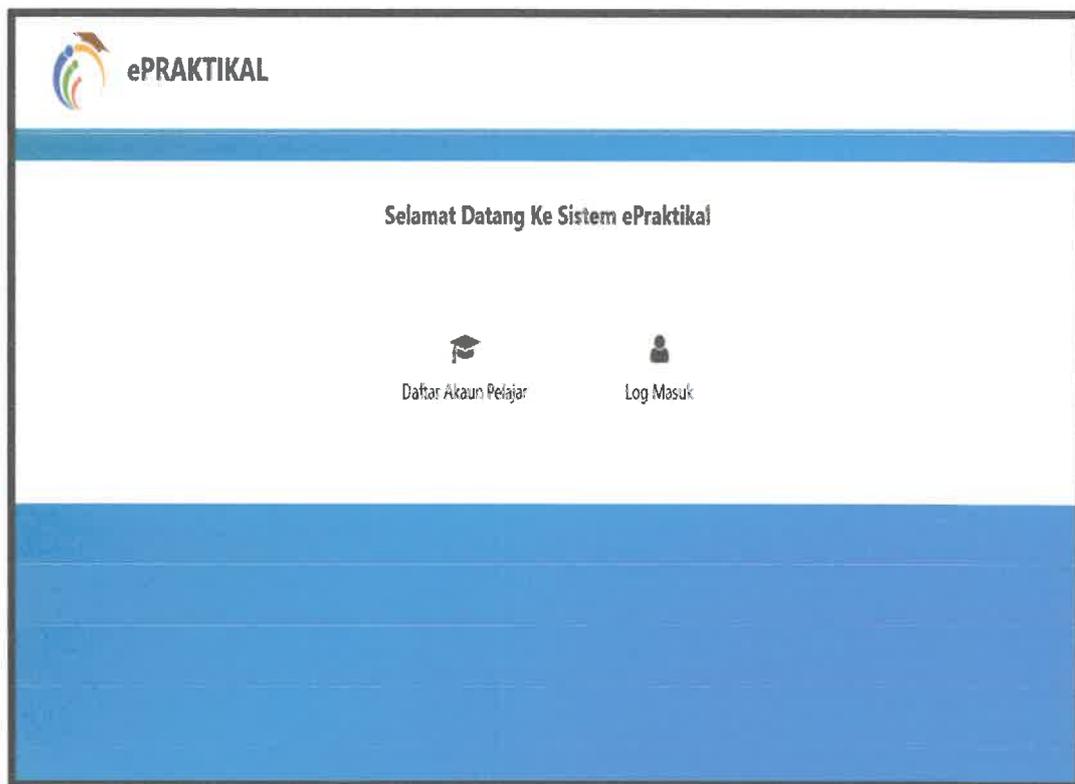


Figure 3.19: The main page of the system

3.2. Special Project

3.2.1. Introduction of special project

For the special project, the trainee has been assigned to develop 'System E-Practical'. This system is to register and keep the data about the student information or university information in Jabatan Kehakiman Syariah Negeri Kelantan. For example, if new applicant student to enter Jabatan Kehakiman Syariah Negeri Kelantan, they must enter E-Practical system to insert information detail. The data include, name, IC, address, and programed, institutes, places and specialization.

Besides that, this system also will keep the data registration. For instance, if the registration department need a list of students, staff just need to log into the system and make a search according to an annual or monthly only.

The ICT department require this system, because to make easy their jobs. Besides that, this system also will make their jobs more effective and faster. This is because, before the system has been develop, the staff of ICT department use a form to keep all the data of applicant's practical students. There are many disadvantages by using the form. It is because, by using form, it is mean they will need to use the paper. When using the paper, there must be a drawer to keep all the form and of course it will use many space to keep the drawer.

After that, by using form to keep the information, it will slow the staff jobs. For example, if there are new item arrive they must jot down every single detail of material one by one. Rather than using the system, students just only need to click and typed a few words and the data will be saved into their database.

The other risk of using form is the possibility of the form missing is quite high. It is because, when using paper to keep the data, there are possibility of the paper fall accidentally without the staff noticing. It is much different when using the system, because all the data will keep in database, the staff can backup and the possibility of data losing is low.

So, it is make sense that the department asked the trainee to develop the system, because there are much good than poor.

3.2.2. Project Objective

There are some objectives regarding to the development process:

- I. User friendly.
- II. To secure private students information.
- III. Very economical.
- IV. Conventional system.

3.2.3. Scope of the project

This system is focusing on to make easier registration practical online form for practical students. This system also will help students to make registration at Jabatan Kehakiman Syariah Negeri Kelantan to make industrial training.

3.2.4. User target

The user for this system are future practical training students at JKNSK Kelantan. Practical students just need to use this system if student to make industrial training at Jabatan Kehakiman Syariah Negeri Kelantan. Practical students need to register and fill the form in this system.

3.2.5. Problem statement

This organization is having some problem with the registration process in the organization which is registration department. Staff having problem with the manual register form because staff need to key in the data one by one. These are problem statement:

- I. Students needs to sends form by self at JKSN Kelantan.
- II. Students needs to post or faxes to JKSN Kelantan.
- III. There is no automated systems that used to register form in online.
- IV. Difficult to identify the number of student registered for practical at JKSN Kelantan.
- V. Loss data student information.

3.2.6. Project Duration

After a week, the intern has been assigned to develop the system by organization supervisor, Miss Wan Faridah Hanum Binti Wan Yaacob, ICT Officer at Jabatan Kehakiman Syariah Negeri Kelantan (JKSN). The duration of this system development take about 5 months to fully complete as be asked by the user.

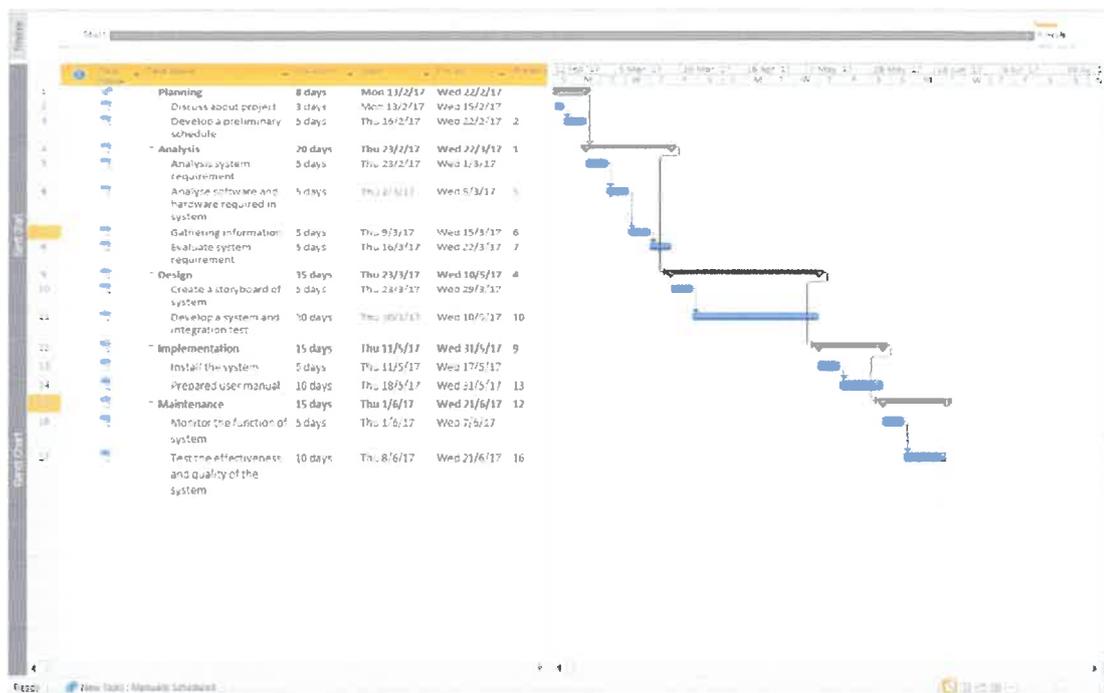


Figure 3.20: Gantt Chart diagram for E-Practical

3.2.7. System Development Phases

In the development of ‘System E-Practical’ the trainee need to a few phases of system development life-cycle using PADIM methods which is planning, analysis, design, and implementation. The trainee also need to go through maintenance phase. The trainer in intern require to go through of this phases because of the period time of internship. It is mean, the maintenance phases will be done by the trainer until the end of internship.

3.2.7.1. Planning phase

The Planning phase is the most crucial step in creating a successful system, during this phase the trainee need to decide exactly what the organization want to do and the problems they are trying to solve. The statement below is the problem statement of department.

3.2.7.1.1. Never have a system.

For information, this is first system E-Practical, before this the ICT department never have any system that can be used to record, keep and manage their practical students. There are many types of public and private educational institutions in Malaysia and outside Malaysia such as Indonesia, Thailand and Cambodia, which had applied for training at the Kelantan Syariah Judicial Department. So, with so there are lots of institutions of higher learning among the participants who applied in JKSN Kelantan, it is quite difficult for the staff to manage and control the student's practical.

3.2.7.1.2. Slow down staff jobs and effectiveness

Without a system, it will slow down the staff jobs. This is because, if the new student practical want to make practical in Jabatan Kehakiman Syariah Negeri Kelantan, the staff need to fill the form by themselves and it will make their jobs is less effective because to fill a form it usually takes more time rather than use a system.

3.2.7.2. Analysis phase

Analysis is the second process in System Development Life Cycle. The first process was planning. Analysis is a process where the trainee need to analyze the system requirement needed for the development of the system. It is to ensure that it fulfill the need of the organization requirement. In developing the system, analysis phase is very important in order to create the system that meet the user requirement. Besides that, the system also must be functioning correctly according to the information that they want. There a few criteria that the trainee need to analyze in develop the system.

It is including to analyze the hardware and software that will be used during the development of the system.

3.2.7.2.1. Hardware

Table 3.1: List of hardware

Hardware	Specification
Laptop	Model: Aspire E1-572 NX.M8EET.014 Processor: Intel Core i7-4500U 1.8GHz Memory: 8GB DDR3 Hard disk: 1000 GB
Mouse	Logitech Touch Mouse M600
Thumb drive	SanDisk Cruzer Edge 16GB 2.0 Silicon Power Portable USB 500GB 3.0

3.2.7.2.2. Software

Table 3.2: List of software

Software	Specification
Microsoft Visio Professional 2013	Use for creating the Context Diagram, Data Flow Diagram and Entity Relational Diagram for analysis
XAMPP Server	XAMPP is a free and open source cross-platform web server solution stack package. It is a simple, lightweight Apache distribution that makes it

	extremely easy for developers to create a local web server for testing and deployment purposes.
NetBeans IDE 8.2	NetBeans IDE 8.2 is a text editor and source code editor for use with Microsoft Windows. This software uses for JAVA coding in development of the system E-Practical
Adobe Photoshop	Adobe Photoshop is a software to edit an image. This software is use for edit the header image for system.

3.2.7.2.3. Flowchart

A flowchart is a formalized graphic representation of a logic sequence, work or manufacturing process, organization chart, or similar formalized structure. The purpose of a flow chart is to provide people with a common language or reference point when dealing with a project or process. Flowcharts use simple geometric symbols and arrows to define relationships. In programming, for instance, the beginning or end of a program is represented by an oval. A process is represented by a rectangle, a decision is represented by a diamond and an I/O process is represented by a parallelogram. The Internet is represented by a cloud.

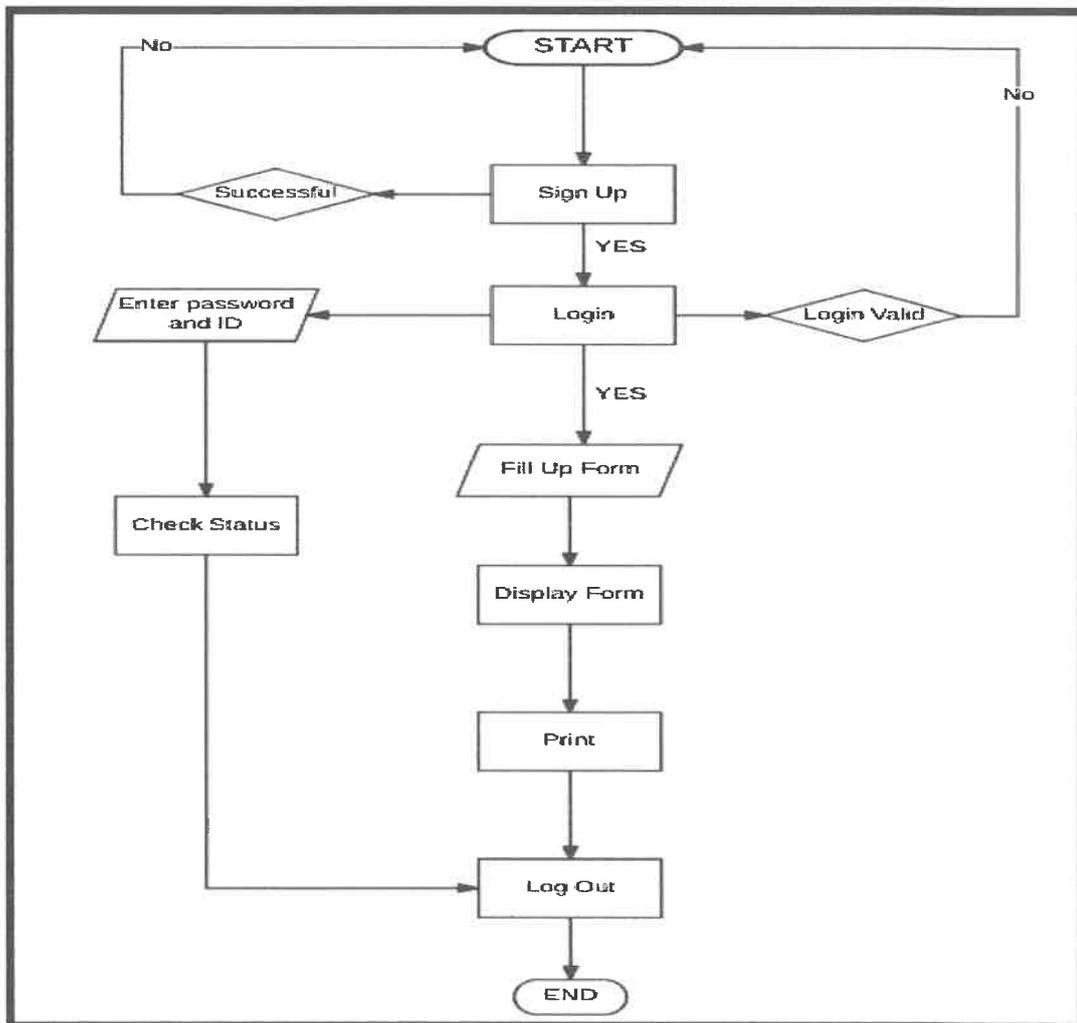


Figure 3.21: Students Flowchart diagram for E-Practical

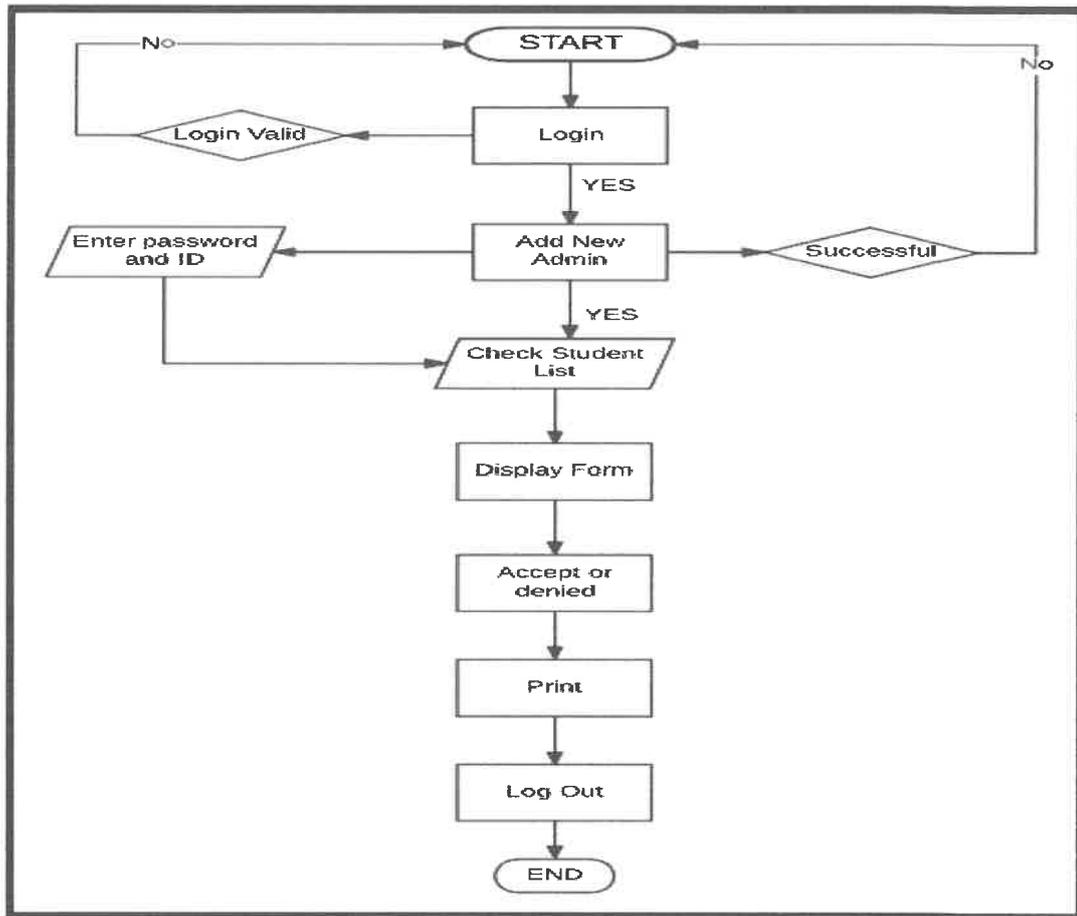


Figure 3.22: Admin Flowchart diagram for E-Practical

3.2.7.2.4. Context Diagram (CD)

System context diagrams show a system, as a whole and its inputs and outputs from/to external factors. System Context Diagrams are represent all external entities that may interact with a system. Such a diagram pictures the system at the center, with no details of its interior structure, surrounded by all its interacting systems, environments and activities. The objective of the system context diagram is to focus attention on external factors and events that should be considered in developing a complete set of systems requirements and constraints. System context diagrams are used early in a project to get agreement on the scope under investigation, typically included in a requirements document. These diagrams must

be read by all project stakeholders and thus should be written in plain language, so the stakeholders can understand items within the document.

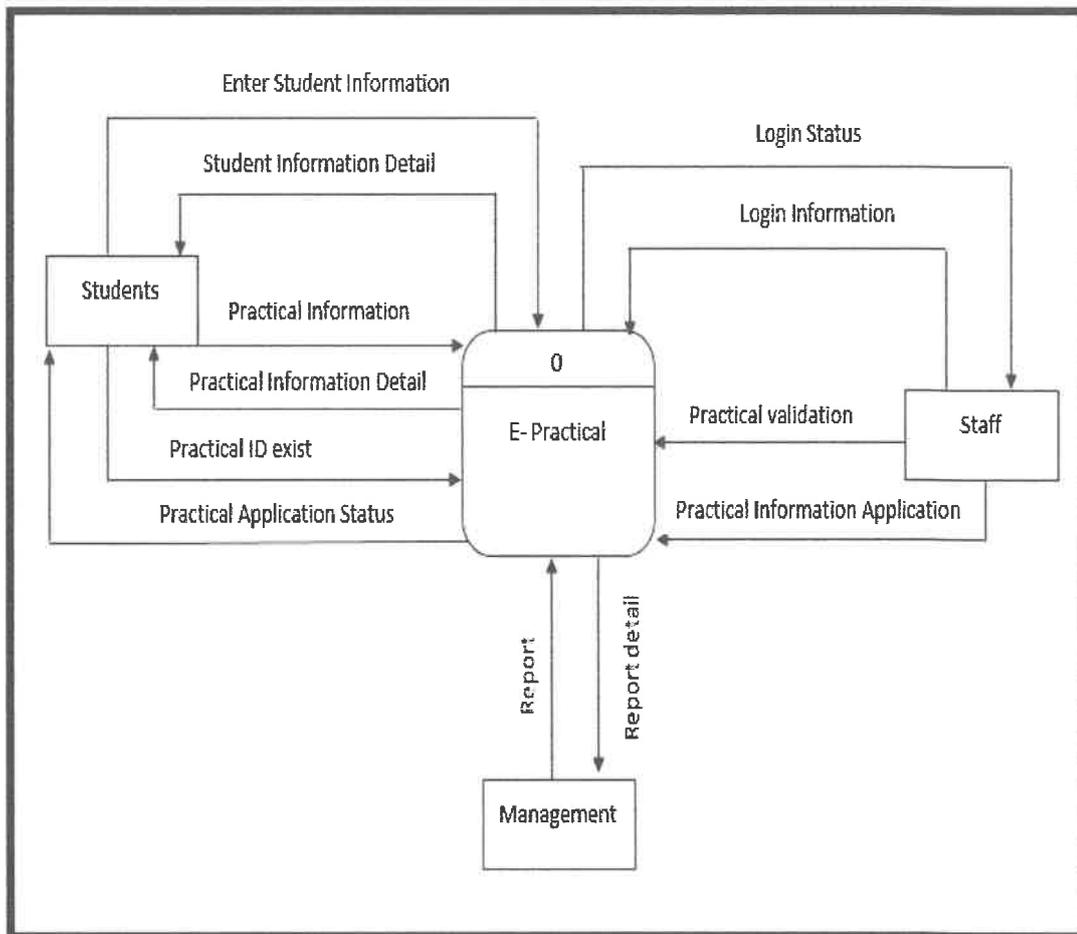


Figure 3.23: Context Diagram

3.2.7.2.5. Data Flow Diagram (DFD)

A data flow diagram (DFD) is a graphical representation of the flow of data through a system. A DFD shows what kind of information will be input to and output from the system, where the data will come from and go to, and where the data will be stored. The figure below will show a DFD of System E-Practical.

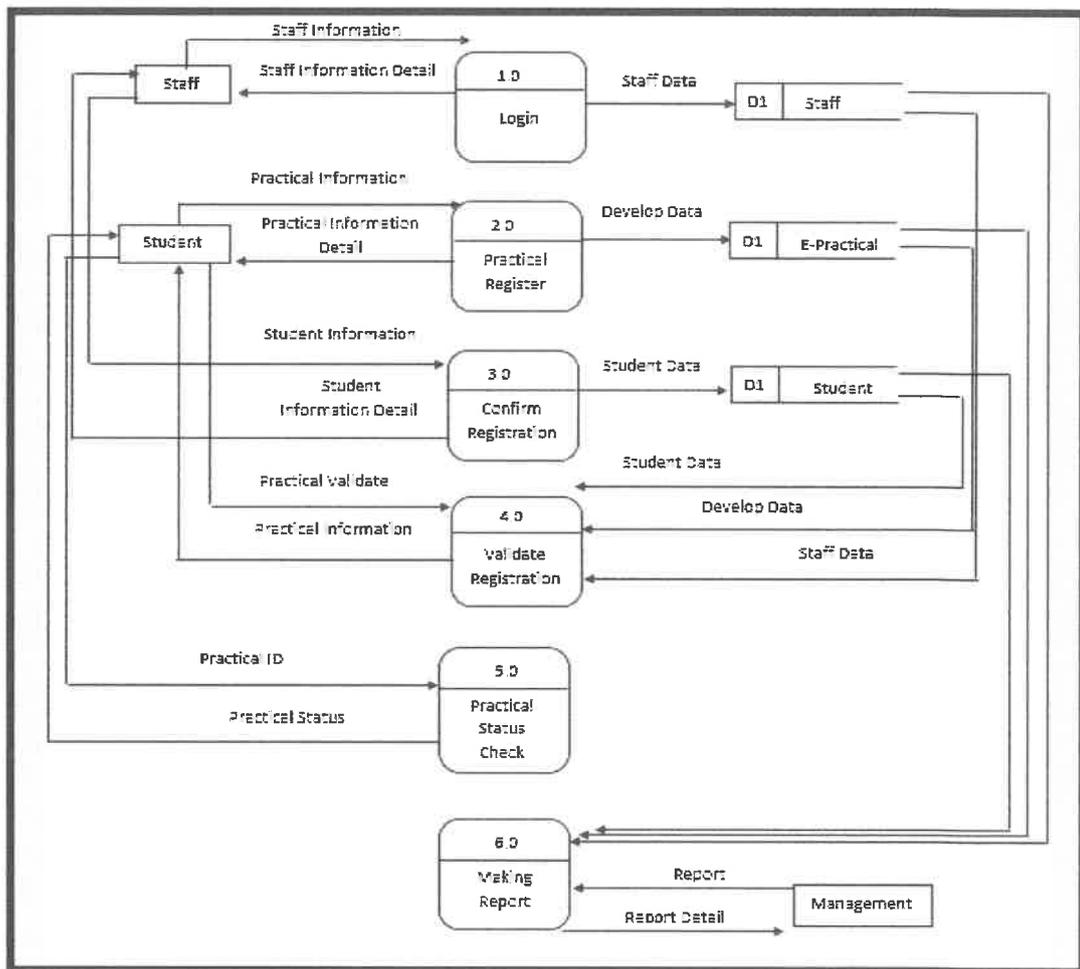


Figure 3.24: Data flow diagram for E-Practical

3.2.7.2.6. Entity Relationship Diagram (ERD)

An entity-relationship diagram (ERD) is a data modeling technique that graphically illustrates an information system's entities and the relationships between those entities. An ERD is a conceptual and representational model of data used to represent the entity framework infrastructure. The elements of an ERD are entities, relationships, and attributes. Steps involved in creating an ERD trainers must identifying and defining the entities, must determining all interactions between the entities, and analyzing the nature of interactions determining the cardinality of the relationships.

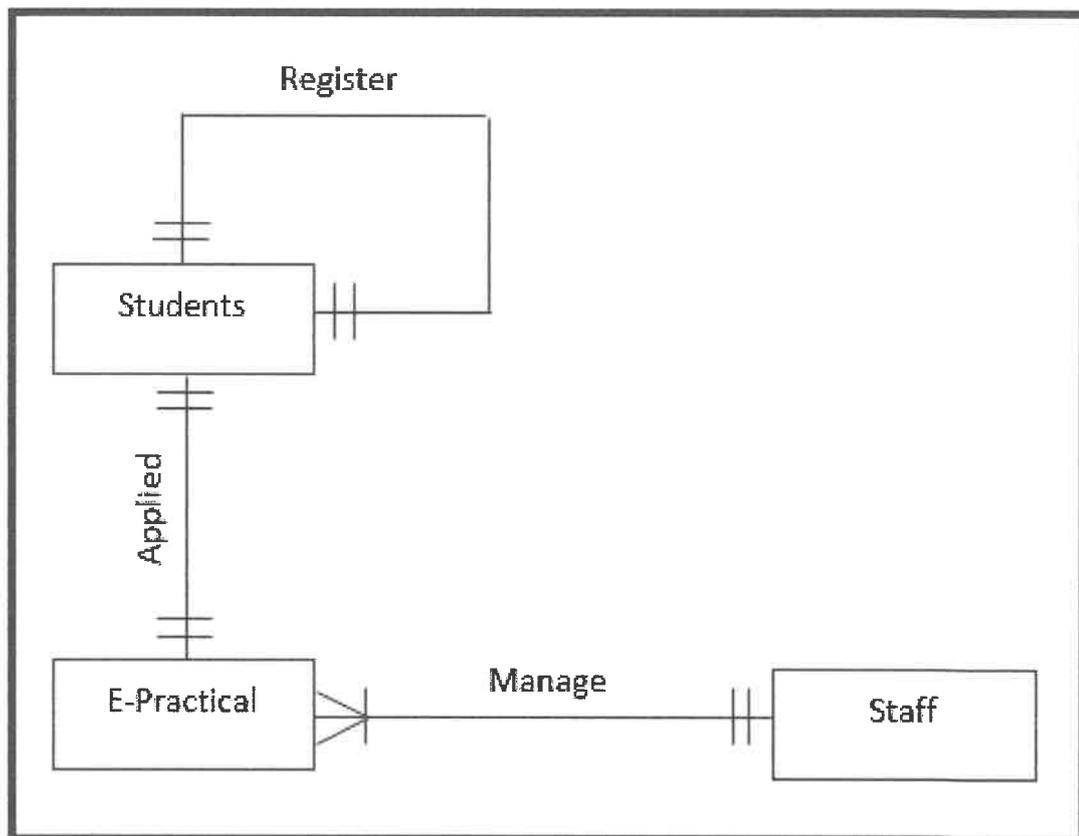


Figure 3.25: Entity Relationship Diagram for E-Practical

Business Rules

- I. One student can register once
- II. One E-Practical can be made by one customer
- III. One staff/admin can manage many E-Practical
- IV. One account can be register by one student

Column	Type	Null	Default	Links to	Comments	MIME
ID	int(5)	No				
MAKLUMAT_PENGGUNA_ID	int(5)	No		maklumat_pengguna -> ID		
AGAMA	varchar(10)	Yes	NULL			
JANTINA	varchar(10)	Yes	NULL			
ALAMAT	varchar(300)	Yes	NULL			
NO_TEL	varchar(15)	Yes	NULL			
EMAIL	varchar(255)	Yes	NULL			
KURSUS	varchar(255)	Yes	NULL			
PROGRAM	varchar(255)	Yes	NULL			
INSTITUSI	varchar(255)	Yes	NULL			
NAMA_FAIL	varchar(600)	Yes	NULL			
TARIKH_MULA	date	Yes	NULL			
TARIKH_AKHIR	date	Yes	NULL			
PENEMPATAN	varchar(150)	No				
PENGGHUSUSAN	varchar(150)	No				
STATUS	varchar(30)	No	SEDANG DIPROSES			

Indexes

Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
PRIMARY	BTREE	Yes	No	ID	3	A	No	
MAKLUMAT_PENGGUNA_ID	BTREE	No	No	MAKLUMAT_PENGGUNA_ID	3	A	No	

Column	Type	Null	Default	Comments	MIME
ID	int(5)	No			
IC	varchar(12)	No			
NAMA	varchar(70)	No			
KATA_LALUAN	varchar(16)	No			
PERANAN	varchar(10)	No	PELAJAR		
LOG_MASUK_TERAKHIR	timestamp	Yes	NULL		

Indexes

Keyname	Type	Unique	Packed	Column	Cardinality	Collation	Null	Comment
PRIMARY	BTREE	Yes	No	ID	4	A	No	

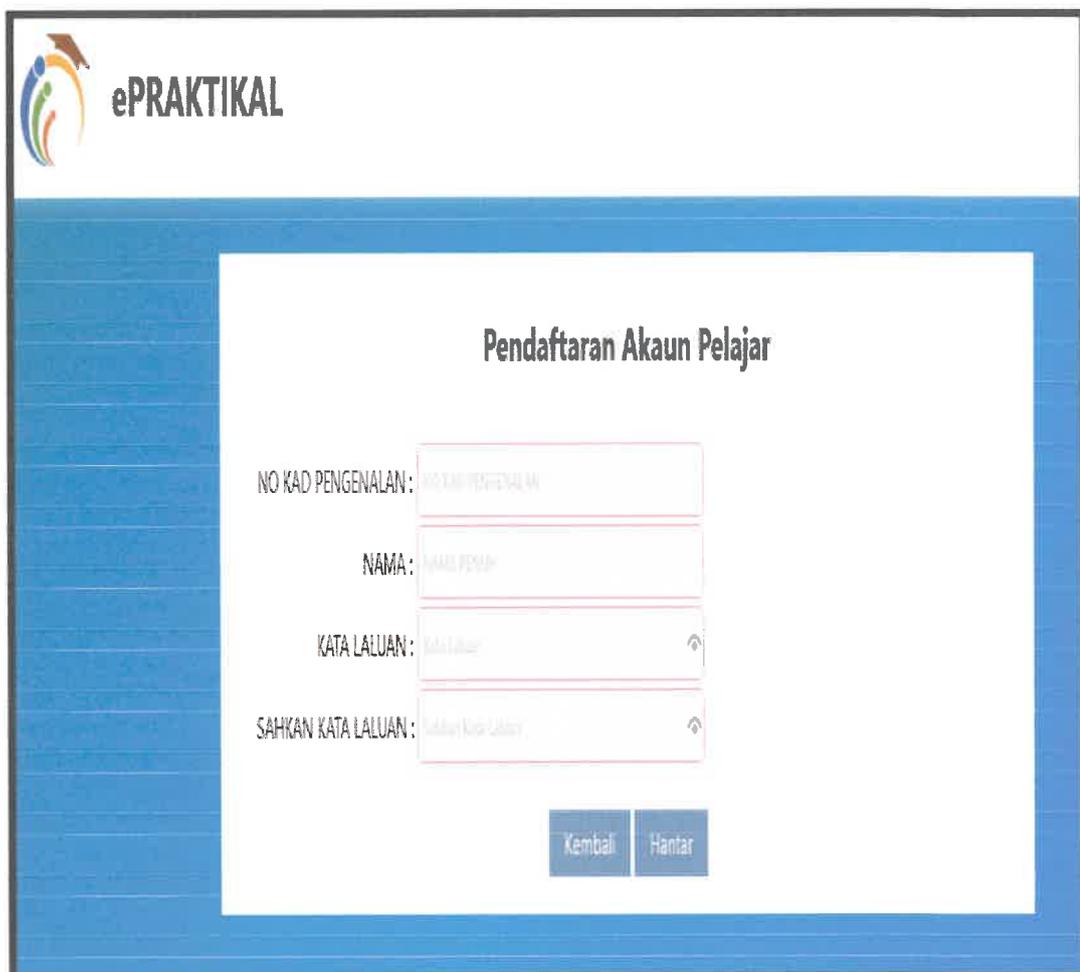
Figure 3.26: Data dictionary of E-Practical

3.2.7.3. Design Phase

This phase comes after a complete understanding of system requirements and specifications, it's the actual construction process after having a complete and illustrated design for the requested system. In this phase, where the trainee need to use Java coding in order to construct a system. For information, the trainee has used NetBeans IDE software for coding and XAMPP server.

So, the main features of System E-Practical is to record all the new practical students that applied at JKSNK. When the new practical students register, the staff will use this system to record all the information regarding students such as, type

of institutes, the amount of practical days at JKSN Kelantan, places applied and the specialization applied in system. Besides that, this system also will able the staff to update the application. After that, this system also can record the data that have been made by practical students with monthly or yearly. If the staff want to check the student detail, staff just need to download and read the information. So, after that the staff can see what action to take, approved the students to practical at Jabatan Kehakiman Syariah Negeri Kelantan or not. Below, there are a figure that will show the looks of the System E-Practical.



The image shows a screenshot of the ePRAKTIKAL system's student registration page. The page has a blue header with the ePRAKTIKAL logo on the left. The main content area is white and contains the title "Pendaftaran Akaun Pelajar" (Student Account Registration). Below the title, there are four input fields for registration: "NO KAD PENGENALAN:" (National ID Number), "NAMA:" (Name), "KATA LALUAN:" (Password), and "SAHKAN KATA LALUAN:" (Repeat Password). Each field has a red border and a small eye icon to toggle visibility. At the bottom of the form, there are two blue buttons: "Kembali" (Back) and "Hantar" (Submit).

Figure 3.27: System login page

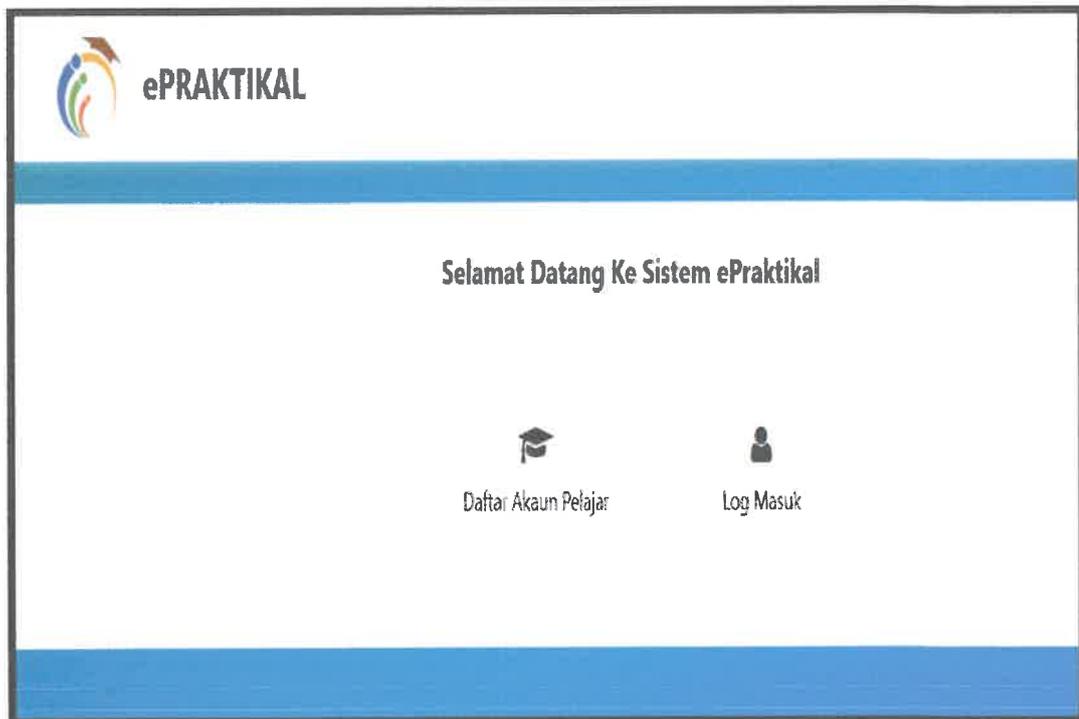


Figure 3.28: Homepage of E-Practical

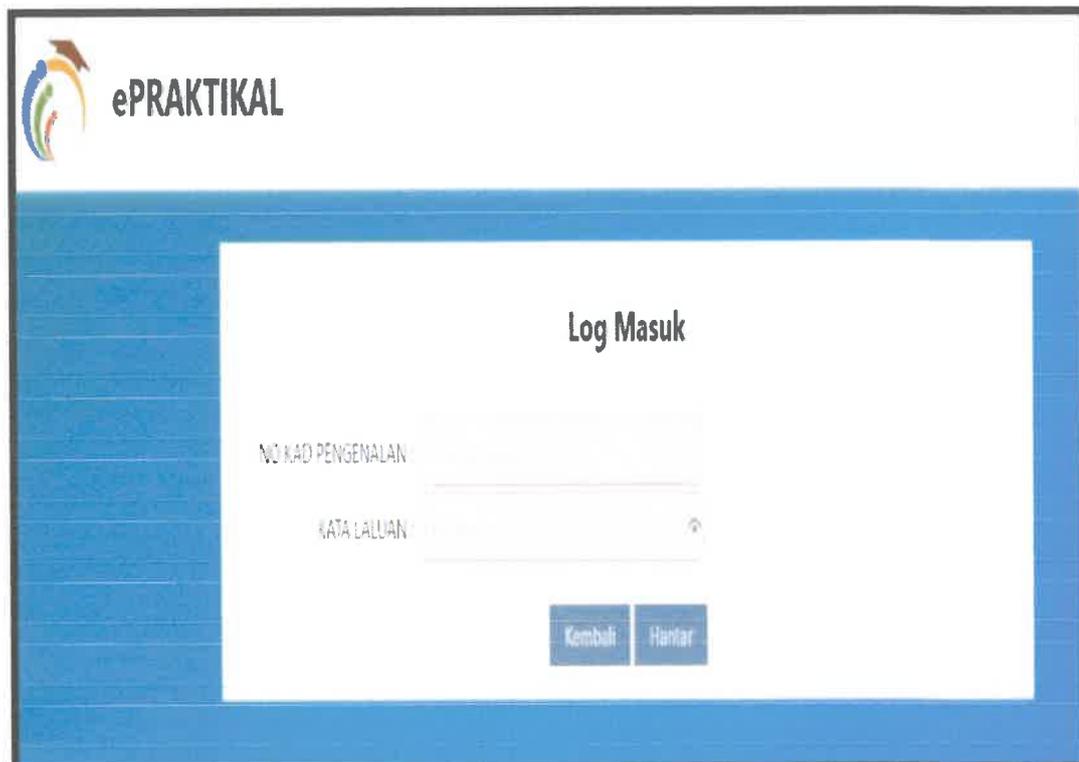


Figure 3.29: Login Page for Students and Admin

Pendaftaran Praktikal Pelajar

Maklumat Pelajar

NO KAD PENGENALAN : 84782787878

NAMA : ABE BAHU LEE E

JANTINA : LELAKI
 PEREMPUAN

ALAMAT : KAWATIHAWAT, JELATAN, TERENGGANU

NO. TEL : 01234567890123456

E-MEL : E84782787878@jksnk.gov.my

Maklumat Akademik

KURSUS : *cth : MATEMATIK KOMPUTASI

PROGRAM : *cth : SARJANA MUDA SAINS KOMPUTER

Figure 3.30: Registration Page

PENGGHUSUSAN :

Saya dengan ini mengaku bahawa maklumat yang diberikan diatas adalah benar. Saya memahami dan menerima bahawa jika mana-mana maklumat di atas kemudiannya didapati tidak betul atau tidak benar, sama ada sebahagian atau keseluruhannya, saya akan dikenakan tindakan tatatertib oleh pihak universiti seterusnya program praktikal saya dibatalkan. Notifikasi

Saya dengan ini mengaku bahawa Kelantan akan dijaga dengan sebaik mendedahkan kerahsian jabatan, sai oleh pihak JKSNK seterusnya progra

 Maklumat berjaya disimpan.

Peringatan : Permohonan anda akan diproses dan maktum balas akan diberi dalam tempoh 7 hari bekerja.
Peringatan : Penempatan dan pengkhurusan berdasarkan kekosongan di jabatan yang dipohon oleh anda.

Kehakiman Syariah Negeri
ggar peraturan mahkamah dan
akan dikenakan tindakan tatatertib

Figure 3.31: Form Submission Page

Print

Total: 1 sheet of paper

[Print](#) [Cancel](#)

Destination: Brother HL-6180DW ser...
[Change...](#)

Pages: All
eg. 5-5 & 11-13

Copies: 1

Layout: Portrait

Options: Two-sided

[+ More settings](#)

Print using system dialog... (Ctrl+Shift+P)

Maklumat Permohonan Pelajar Praktikal

Maklumat Peribadi

NO KAD PENGENALAN : 049732757372
 NAMA : ABU BAIQ L SEYDI
 JANTINA : LELAKI
 ALAMAT : NARATHAWAT, SELAZAN THAILAND
 NO. TEL : 033293934484383
 E-MAIL : Baiq04@yahoo.com

Maklumat Akademik

KURSUS : PENGAMBIAN ISLAM
 PROGRAM : SARJANA MUDA PENGAMBIAN ISLAM
 INSTITUSI : UNIVERSITI BANGKOK
 TARIKH MULA : 01 SEPTEMBER 2017
 TARIKH AKHIR : 20 DISEMBER 2017

Maklumat Penempatan

PENEMPATAN : MRS PASIR MAS
 PENGKHUSUSAN : KAMINTER

Saya dengan ini menyetujui bahawa maklumat yang diberikan diatas adalah benar. Saya akan bersedia dan bersedia bahawa jika sewaktu-waktu maklumat di atas kesemuanya didapati tidak betul atau tidak benar, saya akan dibenarkan tindakan seterusnya oleh pihak berkuasa berkaitan mengenai program praktikal saya dibatalkan.
 Saya dengan ini menyetujui bahawa maklumat yang berkaitan dengan jabatan Pendidikan Tinggi Kementerian akan dipaga dengan sebaik mungkin. Saya akan bersedia jika saya melanggar peraturan jabatan, sama ada sahaja atau tidak sah, saya akan dibenarkan tindakan seterusnya oleh pihak berkuasa berkaitan mengenai program praktikal saya dibatalkan.

Figure 3.32: Form Page for Students to Print

Selamat Datang, ADMIN 1
 Log masuk terakhir pada 11/06/2017 11:01 AM
[Daftar Admin](#)
[Logi Keluar](#)

Senarai Pendaftaran Pelajar

TAHUN: --SEMUA-- BULAN: --SEMUA--

No	Nama	No. KP	Program	Institusi	Penempatan	Pengkhurusan	Dokumen Sotongan	Berang Permohonan	Status
1	PELAJAR 2	999999999999	SARJANA MUDA PERAKAJANAN	UPM	MRS GUA MUSANG	AKALIN	COVER LETTER.PDF RESUME.PDF UNIVERSITY LETTER.PDF		SEDANG DIPROSES
2	PELAJAR 001	111111111111	SARJANA MUDA SAINS KOMPUTER	UNIVERSITI PUTRA MALAYSIA	MRS PASIR MAS	SYARIAH	RESUME.PDF COVER LETTER.PDF UNIVERSITY LETTER.PDF		SEDANG DIPROSES

Figure 3.33: Admin Page

Maklumat Permohonan Pelajar Praktikal

Maklumat Peribadi

NO KAD PENGEJALAN: 99999999999
 NAMA: PELAJAR 2
 MAMPUA: PEKERJUAN
 ALAMAT: 101, DEBORAH, JALAN PANTAU PAU LANG LAMA, 17000 PASIR PAU LANG, KELANTAN
 NO. TEL: 0198736566
 E-MAIL: tpe@pej@yahoo.com

Maklumat Akademik

KURSUS: PEKERJUAN
 PROGRAM: SARANA MUDA PEKERJUAN
 INSTITUSI: UPM
 TARIKH MULA: 01 SEPTEMBER 2017
 TARIKH AKHIR: 31 JANUARI 2018

Maklumat Penempatan

PEJEMBATAN: MRS GUA MUSANG
 PENGKUSUSAN: AKALIN

Saya dengan ini meneguh bahawa maklumat yang diberikan diatas adalah benar. Saya memohon dan memersetia bahawa jika mana-mana maklumat di atas kesemuanya didapati tidak betul atau tidak benar, saya ada sebahagian atau kesemuanya, saya akan dibenarkan tindakan rasmi oleh pihak universiti sekiranya program praktikal saya dibatalkan.
 Saya dengan ini meneguh bahawa maklumat yang diberikan dengan Jabatan Halahalan Syarikat Negatif Kelantan akan dijaga dengan sebaik mungkin. Saya memohon jika saya menerima perincian maklumat dan bersedia berhubung jabatan, saya ada sebahagian atau kesemuanya, saya akan dibenarkan tindakan rasmi oleh pihak JKSM sekiranya program praktikal saya dibatalkan.

Figure 3.34: Decision Page for Admin

Print
 Total: 1 sheet of paper

Laporan Senarai Pelajar Praktikal

Bulan September 2017

NO.	Nama	No. Kad Pengesahan	Kelas	Program	Institusi	Tarikh Mula	Tarikh Akhir	Penempatan	Pengiklanan
1	AMU BANO L SEYDI	8473257332	PENGALAM KILAH	SARANA MUDA PENGALAM KILAH	UNIVERSITI BANGKOK	01 SEPTEMBER 2017	26 DESEMBER 2017	MRS PASIR MAS	KALAMATEK
2	PELJAMR 2	9999999999	PEKERJUAN	SARANA MUDA PEKERJUAN	UPM	01 SEPTEMBER 2017	01 JANUARI 2018	MRS GUA MUSANG	AKALIN

Destination: Brother HL-6180DWIN ser...

Pages: All
 e.g., 1-5 & 11-13

Copies: 1

Layout: Portrait

Options: Two-sided

[+ More settings](#)

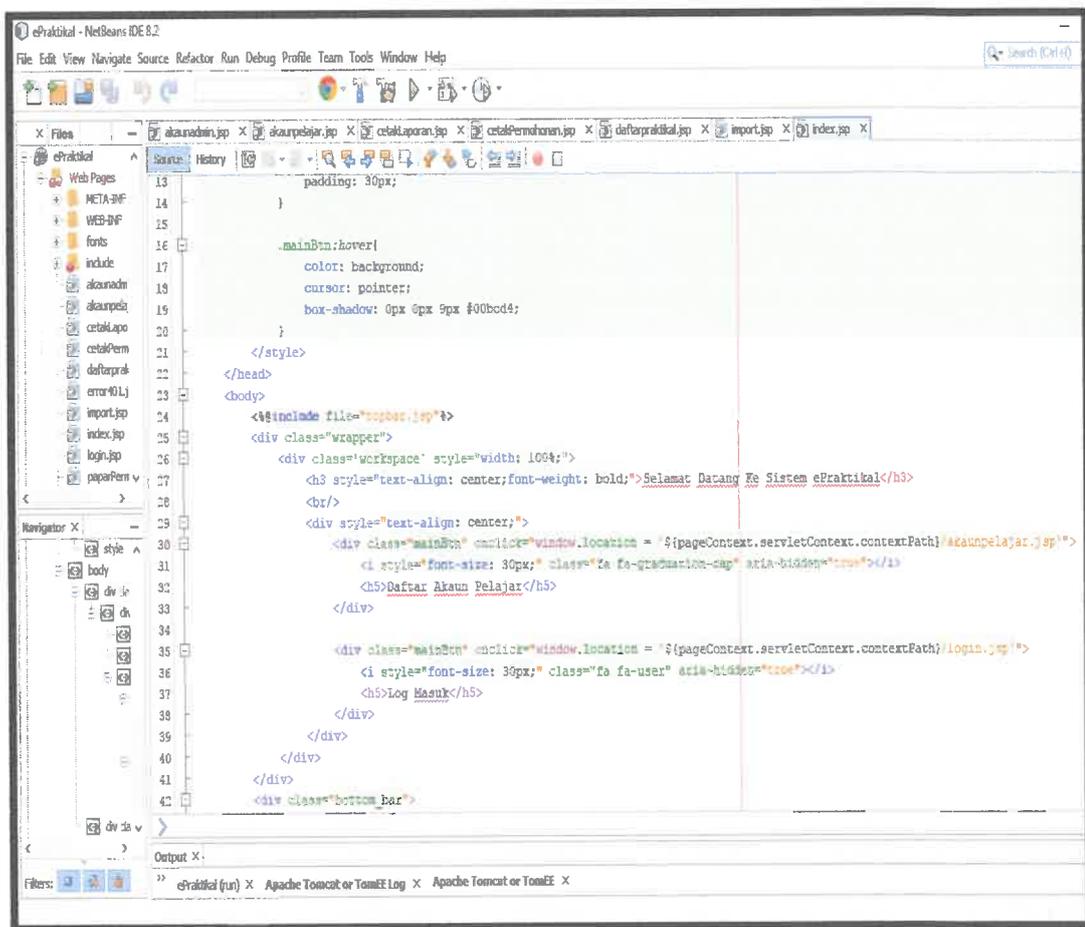
Print using system dialog... (Ctrl-Shift-P)

Figure 3.35: Report Page for Admin

3.2.3.5. Implementation phase

In this phase, where the trainee need to test is the system is working properly. Besides that, in this phase the trainee need to make sure that, all the user requirement is fulfill. The trainee has been present the complete system to the user, and they seem satisfied with the system that has been develop.

Besides that, during implementation phase the trainee should provide the user training to the user. Unfortunately, due to time constraints the trainee does not have time to provide user training. But, the organization supervisor Miss Wan Faridah Hanum Binti Wan Yaacob has asked the trainee to come again at Jabatan Kehakiman Syariah Negeri Kelantan to provide the user training to the user of the system.



```
13 padding: 30px;
14 }
15
16 .mainBtn:hover{
17     color: background;
18     cursor: pointer;
19     box-shadow: 0px 0px 5px #00bcd4;
20 }
21 </style>
22 </head>
23 <body>
24 <!--include file="topbar.jsp"-->
25 <div class="wrapper">
26 <div class="workspace" style="width: 100%;>
27 <h3 style="text-align: center;font-weight: bold;">Selamat Datang Ke Sistem ePraktikal</h3>
28 <br/>
29 <div style="text-align: center;">
30 <div class="mainBtn" onclick="window.location = '${pageContext.servletContext.contextPath}/akaunpelajar.jsp'">
31 <i style="font-size: 30px;" class="fa fa-graduation-cap" aria-hidden="true"></i>
32 <h5>Daftar Akaun Pelajar</h5>
33 </div>
34
35 <div class="mainBtn" onclick="window.location = '${pageContext.servletContext.contextPath}/login.jsp'">
36 <i style="font-size: 30px;" class="fa fa-user" aria-hidden="true"></i>
37 <h5>Log Masuk</h5>
38 </div>
39 </div>
40 </div>
41 </div>
42 <div class="bottom_bar">
```

Figure 3.36: Example of JAVA coding

3.2.3.6 Maintenance phase

This is the last stage in SDLC which is maintenance stage. The trainee did need to involve in this stage. For implementation, the system will be monitor by the staff at ICT Department of JKSNK. At this phases, trainer need to make maintenance after system run well and staff testing the system with perfectly. Trainer need to install system in their computer and make demonstration how system work.

CHAPTER 4

CONCLUSION

4.1. Application of knowledge, skills, and experience in undertaking the task.

During the internship, the trainee actually need to face many new challenges. Some of them actually the trainee never learnt before in the class. But, with the helping from staff, the trainee can finish the task that has been given successfully. The example of knowledge, skills, and experience that has been used in undertaking the task is:

4.1.1. To finish develop the system

As we know, the trainee special project is to develop the system for ICT department of Jabatan Kehakiman Syariah Negeri Kelantan (JKSN). With the knowledge and experience in developing a system for subject System Analysis in Basic Web design and Content Management (IMS 456), Managements of Records in Organizations (IMR 451), Database Applications for Information Management (IMS 506), Information Systems Interaction and Consultation (IMS 556), Information Management I (IMS 606) and System Analysis in Information Management II (IMS 655) is very helpful for the student in order to finish develop the system that has been assigned. The student, can apply all his knowledge and, skills and experience during study to develop the system according the organization requirement and can finish in the time given.

4.1.2. Helping for PC maintenance

During internship, the intern has a few time asked by the staff to check the problem of broken pc. So, the intern need to check the possibility of what kind of problem that occur to the pc. The intern, need to check the hard disk is it still functioning

and other possibility to detect the problem. Sometimes, the intern need to format the pc. All of this, will be a big trouble for the trainee if he does not have any knowledge, skills, and experience. But, luckily the trainee actually has been learnt a basic about pc maintenance during class. It is very a big help for trainee in order to finish the task given by the staff. Besides that, the trainee has gained a lot of new knowledge and experience by getting advice, and knowledge by the staff of ICT department in Jabatan Kehakiman Syariah Negeri Kelantan (JKSN).

4.2. Personal thought and opinion

4.2.2 Organization

From the trainee points of view about the organization, the trainee thinks that Jabatan Kehakiman Syariah Kelantan is a well establish organization. The organization also have a great leader, Dato Haji Daud B. Abdullah who is very kind and pious. Besides that, the staff at the organization is very friendly. Although, some of them is a high rank staff such as judges, they are very good and always giving an advice to trainee about working environment and mostly a religious advice. The environment of the organization is also good. With a spacious place, and near the town it is the best place for internship.

4.2.3 Department

Meanwhile, for ICT department. The trainee is very happy to have the cheerful supervisor and staff right there. This is because, the staff is very friendly, and always want to share their knowledge with the trainee. If they ask the trainee to do a certain job, and the trainee is doing not know how to do it, they will teach the trainee start from beginner until the end. The ICT department has given the trainee a comfortable room for trainee to use for a system development.

4.2.4 Faculty

After that, from trainee opinion, the faculty also did a good job for conduct an internship. This is because, during period time of internship, the trainee has gained a lot of new knowledge and skills. All the knowledge and skills that the trainee gained during internship will be the most valuable experience and will be very helpful when the trainee step into working life later.

4.3 Lesson learnt

From the trainee point of view, the internship at Jabatan Kehakiman Syariah Negeri Kelantan (JKSN) has given the trainee a lot of lesson. Starting from the first day of internship until the last day the trainee has learnt many lesson such as, the intern has gained many new skills and has a new experience that could be a great help when work one day at other organization and other fields.

4.3.1 Skills

During the training period the trainee has a chance to sharpen his skills such as communication skill, and problem-solving skill. As we know, communication skills are always in the top of the essential skill that become compulsory in any job advertisement. During internship, the trainee is compulsory to polish the communication skills because every day the trainee will meet many kind of people. As we know, the trainee has done the internship at judicial department, so everyday there will be many people there and the trainee need to have a good communication skill to communicate with people and staff there. Besides that, the trainee also need to travel to other Syariah Court around Kelantan to do preventive maintenance. There, the trainee will meet the staff from other branches and it require the trainee to have a good communication skill to communicate with them.

After that, the trainee also gets a chance to sharpen the problem-solving skill during the internship. Problem-solving skill are highly valued because they are hard to develop. This is because, during the internship the trainee has been assigned to develop a system. Although, the trainee already learnt about developing system, but the trainee still in the process of the learning and did not expertly in system development. Because of that, there are many problems that occur in the development of the system. Usually, the problem will have related with coding if the system. So, the trainee need to find the best solution to solve the problem that occur by his own self. Besides that, sometimes the staff will come to the trainee and ask to help them with something that related with computer. For example, the staff come and ask for help because of his computer cannot be open. So, the trainee will find the problem and need to find the answer for the best solution. Because of that, the trainee can sharpen his problem-solving skill during internship with helping other staff.

4.3.2 Time management

Time management is one of the important attributes that needed for employees. This attributes, will be the main attribute for the employers when requiting new workers. Within internship period, the trainee need to manage time carefully to make sure the system can be done before submitted date. If, the trainee did not manage time properly the probability of the system cannot be finish before the submitted date is high.

For information, the place of internship is located at Tunjung, Kota Bharu, Kelantan. Meanwhile, the trainee stayed at Pasir Mas, Kelantan which is it could take at least 30 minutes for trainee to arrive at Jabatan Kehakiman Syariah Negeri Kelantan (JKSN). So, the trainee need to plan a trip carefully to make sure the trainee can arrive at the place of internship right on time.

4.3.3 Self-confidence

During the internship, the trainee need to communicate with people from various kind of background such as, judges, lawyers, and staff from other branches. With the experience to communicate with other people, it actually gives trainee more self-confidence. The trainee is more courage and the level of self-confidence increasing.

4.3.4 Teamwork

One of the lesson that the trainee learnt during the internship is teamwork. In order to finish the task, the trainee need a help from other staff and interns to make task easier and perfects. Sometimes, during PC maintenance activity the teamwork is needed, this is because the trainee is still in the process of learning. So, with a great teamwork the interns will help each other to complete the task given by staff.

4.4 Limitation and recommendation

4.4.1 Limitation

There are a few limitations for trainee during the period time of internship. The limitation actually is not a big deal for trainee because, with all the limitation make trainee stronger and ready for jobs environment one day. The limitation during internship is:

4.4.1.1 No allowance

As we know, the internship is a first step of student before going out and work. During the internship, usually the organization will treat them as a worker and they will give the student work or activity same like other staff. Just like ICT department at Jabatan Kehakiman Syariah Negeri Kelantan, they also give a trainee a certain

work to do. Such as, system development, preventive maintenance, PC maintenance and others work. But, unfortunately the organization did not prepare an allowances to the trainee.

The allowances actually did not compulsory to the trainee, but if there are allowances given, maybe it will give trainee more spirit and will enlighten the burden of the trainee. This is because, the organization is located at Kota Bharu meanwhile the trainee stays at Pasir mas, and it will take about 30 minutes for trainee to arrive at the internship place. So, with the allowances will help the trainee with his fuel for transportation to go internship place.

4.4.1.2 Staff do not have knowledge about system development

The trainee special project is to develop a system for ICT department at Jabatan Kehakiman Syariah Negeri Kelantan. For information, the trainee actually is still in the process of learning about system development. So, the trainee is need someone that he can refers when in problems. Unfortunately, the staff at ICT department do not have enough knowledge about system development and cannot help the trainee. It is very hard for trainee to ask a question when he cannot find a solution for his problem occur during the development of the system. The trainee need to solve the problem by himself by getting no help from the staff of department. Although, it will give an advantages to the trainee because it will help improve trainee problem-solving skills, but it will easy the trainee if the staff can help him and will give him more knowledge.

4.4.2. Recommendation

4.4.2.1 Give an allowance

The organization should think carefully for giving the intern's student an allowances. With an allowances of course it will enlighten trainee burden a little, and it will encourage the student when doing a job at JKSN Kelantan.

4.4.2.2 Give a choice for special project

ICT department of Jabatan Kehakiman Syariah Kelantan has assign the trainee with the system development project. The department should give a trainee a choice to choose a special project for internship. As we know, the trainee is still amateur in developing a system. So, it will burden the trainee because he cannot choose the special project with his specialty.

4.4.2.3 Create more technical subject.

This recommendation actually for faculty. During the internship, there are a few activities that trainee need to do involve the technical activity for example PC maintenance and server setup. So, the faculty need to add more subject that will teach students about technical stuff. Actually, there are a subject PC maintenance during class, but it was being too long and the trainee already forgot what he already learning. So, maybe with the adding of new subject will give more skills and techniques to the other interns in order to complete a task that related with technical things in future.

4.4.2.4 Provide a desktop computer

Along trainers make practical training at Jabatan Kehakiman Syariah Negeri Kelantan JKSN Kelantan, trainers need to use own laptop to make system development. If JKSN Kelantan give trainers desktop computer, it will make easier to trainer because if raining day, it will make laptop can damage because exposed to rain. If organization give trainers desktop computer, trainers do not have to worry about safety of laptop at road.

References

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- Java 5 Tutorial*. (2017). *W3schools.com*. Retrieved 19 Mac 2017, from <http://www.w3schools.com/Java/>
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APPENDICES

Employee Time Card
Zainudin bin Idris

Date	Weekday	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
01/02/2017	Wednesday	WORKDAY				5:06pm				0.06			
02/02/2017	Thursday	WORKDAY	8:03am			3:36pm			7.27	0.06	0.03		
03/02/2017	Friday	WORKDAY										ABSENT	
04/02/2017	Saturday	WORKDAY										ABSENT	
05/02/2017	Sunday	RESTDAY	7:49am			5:04pm			9.00	0.04			
06/02/2017	Monday	OFFDAY	7:54am			5:10pm			9.00	0.10			
07/02/2017	Tuesday	WORKDAY	7:50am			5:02pm			9.00	0.02			
08/02/2017	Wednesday	WORKDAY	7:47am			5:08pm			9.00	0.08			
09/02/2017	Thursday	WORKDAY	7:36am			3:39pm			7.30	0.09			
10/02/2017	Friday	WORKDAY										ABSENT	
11/02/2017	Saturday	WORKDAY										ABSENT	
12/02/2017	Sunday	RESTDAY	7:40am			5:00pm			9.00				
13/02/2017	Monday	OFFDAY	7:30am			5:04pm			9.00	0.04			
14/02/2017	Tuesday	WORKDAY	7:39am			5:20pm			9.00	0.20			
15/02/2017	Wednesday	WORKDAY	7:23am			5:09pm			9.00	0.09			
16/02/2017	Thursday	WORKDAY	7:40am			3:34pm			7.30	0.04			
17/02/2017	Friday	WORKDAY										ABSENT	
18/02/2017	Saturday	WORKDAY										ABSENT	
19/02/2017	Sunday	RESTDAY											
20/02/2017	Monday	OFFDAY	7:37am			5:03pm			9.00	0.03			
21/02/2017	Tuesday	WORKDAY	7:33am			5:03pm			9.00	0.03			
22/02/2017	Wednesday	WORKDAY	7:45am			5:01pm			9.00	0.01			
23/02/2017	Thursday	WORKDAY	7:41am			3:34pm			7.30	0.04			
24/02/2017	Friday	WORKDAY										ABSENT	
25/02/2017	Saturday	WORKDAY										ABSENT	
26/02/2017	Sunday	RESTDAY	7:35am			5:03pm			9.00	0.03			
27/02/2017	Monday	OFFDAY	7:36am			5:06pm			9.00	0.06			
28/02/2017	Tuesday	WORKDAY	7:30am			5:03pm			9.00	0.03			
01/03/2017	Wednesday	WORKDAY	7:31am			5:01pm			9.00	0.01			
02/03/2017	Thursday	WORKDAY	7:40am			3:35pm			7.30	0.05			
03/03/2017	Friday	WORKDAY										ABSENT	
04/03/2017	Saturday	WORKDAY										ABSENT	
05/03/2017	Sunday	RESTDAY	7:30am			5:00pm			9.00				
06/03/2017	Monday	OFFDAY	7:26am			5:08pm			9.00	0.08			
07/03/2017	Tuesday	WORKDAY	7:27am			5:04pm			9.00	0.04			

Employee Time Card

Zainudin bin Idris

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
08/03/2017	Wednesday	WORKDAY	0	7:24am			5:06pm			9.00	0.06			
09/03/2017	Thursday	WORKDAY	0	7:36am			3:32pm			7.30	0.02			
10/03/2017	Friday	WORKDAY	0										ABSENT	
11/03/2017	Saturday	WORKDAY	0										ABSENT	
12/03/2017	Sunday	RESTDAY	0	7:31am			5:03pm			9.00	0.03			
13/03/2017	Monday	OFFDAY	0	7:24am			5:09pm			9.00	0.09			
14/03/2017	Tuesday	WORKDAY	0	7:25am			5:14pm			9.00	0.14			
15/03/2017	Wednesday	WORKDAY	0	7:26am			5:03pm			9.00	0.03			
16/03/2017	Thursday	WORKDAY	0	7:23am			3:37pm			7.30	0.07			
17/03/2017	Friday	WORKDAY	0										ABSENT	
18/03/2017	Saturday	WORKDAY	0										ABSENT	
19/03/2017	Sunday	RESTDAY	0	7:29am			5:09pm			9.00	0.09			
20/03/2017	Monday	OFFDAY	0	7:29am			5:04pm			9.00	0.04			
21/03/2017	Tuesday	WORKDAY	0	7:26am			5:02pm			9.00	0.02			
22/03/2017	Wednesday	WORKDAY	0	7:19am			5:01pm			9.00	0.01			
23/03/2017	Thursday	WORKDAY	0	7:28am			3:41pm			7.30	0.11			
24/03/2017	Friday	WORKDAY	0										ABSENT	
25/03/2017	Saturday	WORKDAY	0										ABSENT	
26/03/2017	Sunday	RESTDAY	0	7:27am			5:01pm			9.00	0.01			
27/03/2017	Monday	OFFDAY	0	7:28am			5:01pm			9.00	0.01			
28/03/2017	Tuesday	WORKDAY	0	7:44am			5:03pm			9.00	0.03			
29/03/2017	Wednesday	WORKDAY	0	7:43am			5:05pm			9.00	0.05			
30/03/2017	Thursday	WORKDAY	0	7:26am			3:37pm			7.30	0.07			
31/03/2017	Friday	WORKDAY	0										ABSENT	
01/04/2017	Saturday	WORKDAY	0										ABSENT	
02/04/2017	Sunday	RESTDAY	0	7:28am			5:05pm			9.00	0.05			
03/04/2017	Monday	OFFDAY	0	7:39am			5:05pm			9.00	0.05			
04/04/2017	Tuesday	WORKDAY	0	7:32am			5:04pm			9.00	0.04			
05/04/2017	Wednesday	WORKDAY	0	7:40am			5:04pm			9.00	0.04			
06/04/2017	Thursday	WORKDAY	0	7:29am			3:31pm			7.30	0.01			
07/04/2017	Friday	WORKDAY	0										ABSENT	
08/04/2017	Saturday	WORKDAY	0										ABSENT	
09/04/2017	Sunday	RESTDAY	0	7:30am			5:04pm			9.00	0.04			
10/04/2017	Monday	OFFDAY	0	7:14am			5:04pm			9.00	0.04			
11/04/2017	Tuesday	WORKDAY	0	7:12am			5:03pm			9.00	0.03			

Date	Weekday	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Taken	Remark
12/04/2017	Wednesday	WORKDAY	0	7:24am			5:02pm			9.00	0.02			
13/04/2017	Thursday	WORKDAY	0	7:05am			3:34pm			7.30	0.04			
14/04/2017	Friday	WORKDAY	0										ABSENT	
15/04/2017	Saturday	WORKDAY	0										ABSENT	
16/04/2017	Sunday	RESTDAY	0	7:17am			5:01pm			9.00	0.01			
17/04/2017	Monday	OFFDAY	0	7:19am			5:02pm			9.00	0.02			
18/04/2017	Tuesday	WORKDAY	0	7:18am			5:06pm			9.00	0.06			
19/04/2017	Wednesday	WORKDAY	0	7:12am			5:03pm			9.00	0.03			
20/04/2017	Thursday	WORKDAY	0	7:10am			3:37pm			7.30	0.07			
21/04/2017	Friday	WORKDAY	0										ABSENT	
22/04/2017	Saturday	WORKDAY	0										ABSENT	
23/04/2017	Sunday	RESTDAY	0	7:23am			5:08pm			9.00	0.08			
24/04/2017	Monday	OFFDAY	0											
25/04/2017	Tuesday	WORKDAY	0	7:16am			5:04pm			9.00	0.04			
26/04/2017	Wednesday	WORKDAY	0	7:23am			5:05pm			9.00	0.05			
27/04/2017	Thursday	WORKDAY	0	7:13am			3:32pm			7.30	0.02			
28/04/2017	Friday	WORKDAY	0										ABSENT	
29/04/2017	Saturday	WORKDAY	0										ABSENT	
30/04/2017	Sunday	RESTDAY	0	7:20am			5:03pm			9.00	0.03			
01/05/2017	Monday	OFFDAY	0											
02/05/2017	Tuesday	WORKDAY	0	7:21am			5:07pm			9.00	0.07			
03/05/2017	Wednesday	WORKDAY	0	7:17am			5:03pm			9.00	0.03			
04/05/2017	Thursday	WORKDAY	0	7:18am			3:33pm			7.30	0.03			
05/05/2017	Friday	WORKDAY	0										ABSENT	
06/05/2017	Saturday	WORKDAY	0										ABSENT	
07/05/2017	Sunday	RESTDAY	0	7:31am			5:03pm			9.00	0.03			
08/05/2017	Monday	OFFDAY	0	7:16am			5:03pm			9.00	0.03			
09/05/2017	Tuesday	WORKDAY	0	7:18am			5:13pm			9.00	0.13			
10/05/2017	Wednesday	WORKDAY	0										ABSENT	
11/05/2017	Thursday	WORKDAY	0	7:41am			3:34pm			7.30	0.04			
12/05/2017	Friday	WORKDAY	0										ABSENT	
13/05/2017	Saturday	WORKDAY	0										ABSENT	
14/05/2017	Sunday	RESTDAY	0	7:24am			5:04pm			9.00	0.04			
15/05/2017	Monday	OFFDAY	0	7:17am			5:02pm			9.00	0.02			
16/05/2017	Tuesday	WORKDAY	0	7:21am			5:01pm			9.00	0.01			

Date	Weekday	Day Type	Schedule	In	Break	Resume Out	OT	Done	Work	Overtime Short	Leave Taken	Remark
17/05/2017	Wednesday	WORKDAY	0	7:14am		5:02pm			9:00	0.02		
18/05/2017	Thursday	WORKDAY	0	7:21am		3:33pm			7:30	0.03		
19/05/2017	Friday	WORKDAY	0								ABSENT	
20/05/2017	Saturday	WORKDAY	0								ABSENT	
21/05/2017	Sunday	RESTDAY	0	7:25am		5:10pm			9:00	0.10		
22/05/2017	Monday	OFFDAY	0	7:23am		5:05pm			9:00	0.05		
23/05/2017	Tuesday	WORKDAY	0	7:14am		5:04pm			9:00	0.04		
24/05/2017	Wednesday	WORKDAY	0	7:16am		5:04pm			9:00	0.04		
25/05/2017	Thursday	WORKDAY	0	7:19am		3:34pm			7:30	0.04		
26/05/2017	Friday	WORKDAY	0								ABSENT	
27/05/2017	Saturday	WORKDAY	0								ABSENT	
28/05/2017	Sunday	RESTDAY	0	7:13am		4:11pm			8:11	0.49		
29/05/2017	Monday	OFFDAY	0	7:29am		4:18pm			8:18	0.42		
30/05/2017	Tuesday	WORKDAY	0	7:23am		4:03pm			8:03	0.57		
31/05/2017	Wednesday	WORKDAY	0	7:22am		4:03pm			8:03	0.57		
01/06/2017	Thursday	WORKDAY	0	7:24am		2:39pm			6:39	0.51		
02/06/2017	Friday	WORKDAY	0								ABSENT	
03/06/2017	Saturday	WORKDAY	0								ABSENT	
04/06/2017	Sunday	RESTDAY	0	7:28am		4:20pm			8:20	0.40		
05/06/2017	Monday	OFFDAY	0	7:30am		4:04pm			8:04	0.56		
06/06/2017	Tuesday	WORKDAY	0	7:24am		4:03pm			8:03	0.57		
07/06/2017	Wednesday	WORKDAY	0	7:26am		4:01pm			8:01	0.59		
08/06/2017	Thursday	WORKDAY	0	7:33am		2:35pm			6:35	0.55		
09/06/2017	Friday	WORKDAY	0								ABSENT	
10/06/2017	Saturday	WORKDAY	0								ABSENT	
11/06/2017	Sunday	RESTDAY	0	7:22am		4:02pm			8:02	0.58		
12/06/2017	Monday	OFFDAY	0									
13/06/2017	Tuesday	WORKDAY	0	7:18am		4:05pm			8:05	0.55		
14/06/2017	Wednesday	WORKDAY	0	7:20am		4:03pm			8:03	0.57		
15/06/2017	Thursday	WORKDAY	0	7:31am		2:32pm			6:32	0.58		
16/06/2017	Friday	WORKDAY	0								ABSENT	
17/06/2017	Saturday	WORKDAY	0								ABSENT	
18/06/2017	Sunday	RESTDAY	0	7:22am		4:03pm			8:03	0.57		
19/06/2017	Monday	OFFDAY	0	7:29am		4:04pm			8:04	0.56		
20/06/2017	Tuesday	WORKDAY	0	7:23am		4:07pm			8:07	0.53		

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Date	Weekday	Day Type	Schedule	In	Break	Resume Out	OT	Done	Work	Overtime Short	Leave Taken	Remark
21/06/2017	Wednesday	WORKDAY	0	7:31am		4:16pm			8.16	0.44		
22/06/2017	Thursday	WORKDAY	0	7:28am								
23/06/2017	Friday	WORKDAY	0								ABSENT	
24/06/2017	Saturday	WORKDAY	0								ABSENT	
25/06/2017	Sunday	RESTDAY	0									
26/06/2017	Monday	OFFDAY	0									
27/06/2017	Tuesday	WORKDAY	0								ABSENT	
28/06/2017	Wednesday	WORKDAY	0								ABSENT	
29/06/2017	Thursday	WORKDAY	0								ABSENT	
30/06/2017	Friday	WORKDAY	0								ABSENT	
Day Type	Total Days	Present	Absent	Work	Overtime	Short						
WORKDAY	108	61	47	490.54	3.59	10.06					47.000	KEMATIAN
HOLIDAY												CUTI REHAT
RESTDAY	21	19		167.36	0.58	3.24						
OFFDAY	21	17		150.26	1.06	2.34						
		97	47	808.56	6.03	16.04						

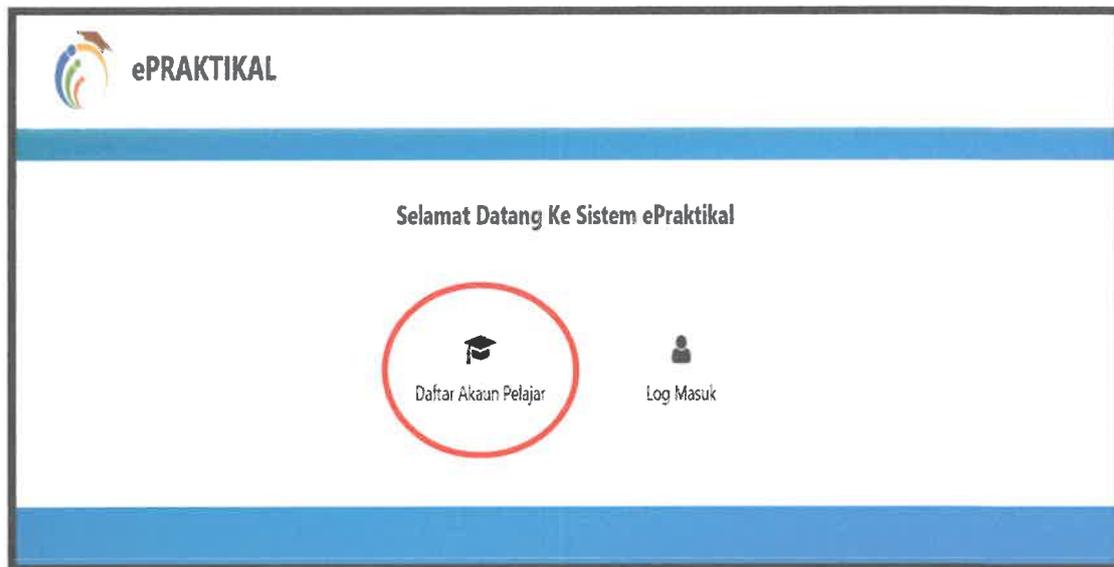
Supervisor /Date: Zainudin bin Idris /Date: Jabatan Kehakiman Syariah Negeri Kelantan 47.000

USER MANUAL E- PRACTICAL SYSTEM

**Jabatan Kehakiman Syariah
Negeri Kelantan**

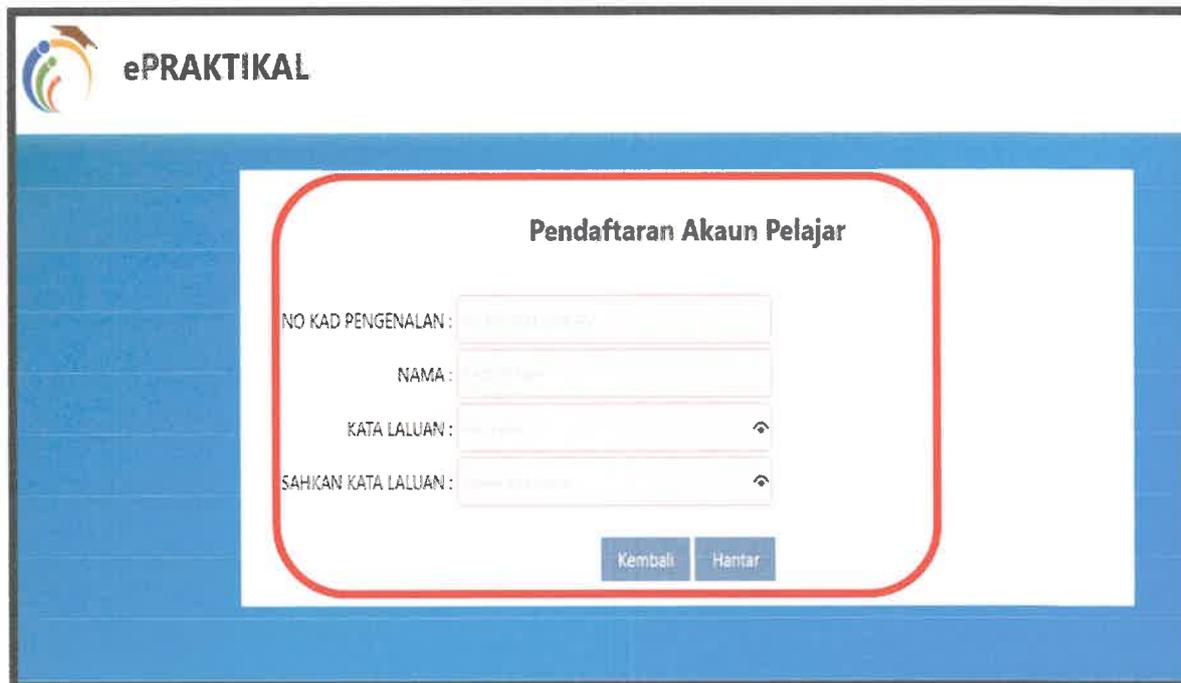
User manual

Students



Step 1: Students need to enter website Jabatan Kehakiman Syariah Negeri Kelantan and click e-Practical link

Step 2: Students need to click button '*Daftar Akaun Pelajar*' first.

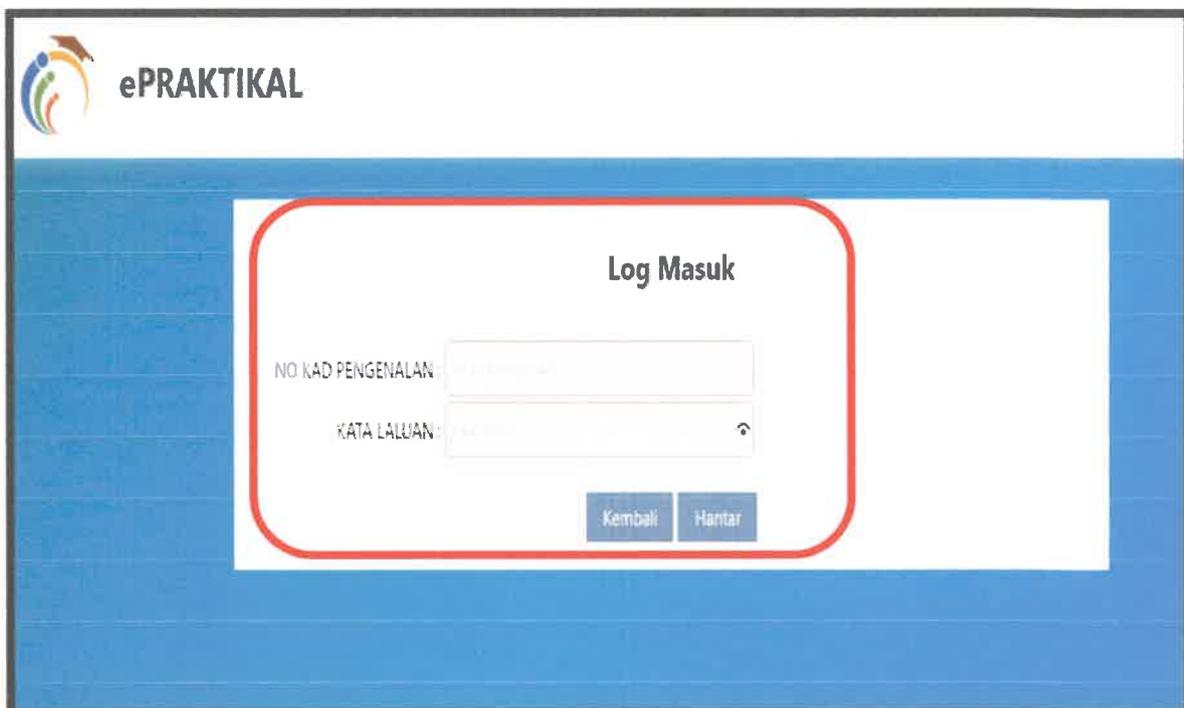


Step 3: Students need to enter information in box like IC Number, Name, Password, and Confirm Password and click send to make registration valid. After that, student need to click button '*Hantar*' to make confirmation.



Step 4: After student click confirmation button, students will return front page.

Step 5: Student need to click `Log Masuk` button.



Step 6: After student click `Log Masuk` button. Student need to enter IC Number and password in the box.

Step 7: Student need to click button `Hantar` to make confirmation.

The screenshot shows the 'Pendaftaran Praktikal Pelajar' (Student Practical Registration) form. The form is titled 'Maklumat Pelajar' (Student Information) and includes the following fields: NO KAD PENGENALAN (ID Card Number), NAMA (Name), JANTINA (Gender) with options 'LELAKI' (Male) and 'PEREMPUAN' (Female), ALAMAT (Address), NO. TEL (Phone Number), and E-MAIL. A yellow tooltip with the text 'This field is required.' is visible next to the ALAMAT field.

Step 8: After student log in, student need to enter all in formation in registration form like student information, academic information, and placing information.

Step 9: Students need to keep in information like gender, address, phone number, and email.

The screenshot shows the 'Maklumat Akademik' (Academic Information) form. The form includes the following fields: KURSUS (Course) with an example '*cth : MATEMATIK KOMPUTASI', PROGRAM (Program) with an example '*cth : SARJANA MUDA SAINS KOMPUTER', INSTITUSI (Institution), TARIKH MULA (Start Date) and TARIKH AKHIR (End Date), both with calendar icons, and DOKUMEN SOKONGAN (Supporting Documents) with a 'Pilih Fail.' (Choose File) button. Below the form, there are instructions: 'Contoh: CV universiti dan sendiri, resume dan transkrip (format fail dibenarkan hanya .pdf, .doc, .docx sahaja)' and 'Contoh: fail perlu di rename dengan IC (999903****resume, 999903****transkrip)'.

Step 10: After student keep in student information, student need keep in academic information.

Step 11: Student need click calendar button to enter date.

Step 12: After that, student need to upload file in e-Practical system with click '*Pilih Fail*' button.

Maklumat Penempatan

PENEMPATAN : MAHKAMAH TINGGI SYARIAH
MRS KOTA BHARU
MRS TANAH MERAH
MRS JELI
MRS KUALA KRAI
MRS MACHANG
MRS PASIR MAS
MRS TUMPAT
MRS PASIR PUTEH
MRS BACHOK
MRS GUA MUSANG
Lain-lain...

PENGGHUSUSAN : PENTADBIRAN DAN KEWANGAN
KAUNTER
ICT
Lain-lain...

Saya dengan ini mengaku bahawa maklumat yang diberikan diatas adalah benar. Saya memahami dan menerima bahawa jika mana-mana maklumat di atas kemudiannya didapati tidak betul atau tidak benar, sama ada sebahagian atau keseluruhannya, saya akan dikenakan tindakan tatatertib oleh pihak universiti seterusnya program praktikal saya dibatalkan.

Saya dengan ini mengaku bahawa maklumat yang berkaitan dengan Jabatan Kehakiman Syariah Negeri Kelantan akan dijaga dengan sebaik mungkin. Saya memahami jika saya melanggar peraturan mahkamah dan mendedahkan kerahsiaan jabatan, sama ada sebahagian atau keseluruhan, saya akan dikenakan tindakan tatatertib oleh pihak JKSNK seterusnya program praktikal saya dibatalkan.

*Peringatan : Permohonan anda akan diproses dan maklum balas akan diberi dalam tempoh 7 hari bekerja.
Peringatan : Penempatan dan penghususan berdasarkan keperluan di jabatan yang dipohon oleh anda.*

Step 13: After student keep in academic information, student need keep in placement information.

Step 14: Student just need to click button to choose district below JKSN Kelantan, specialization, and student need to click confession button.

Step 15: After student finish keep in all information, student need make confirmation by click button 'Hantar' as confirmation to make practical in JKSN Kelantan.

Maklumat Penempatan

PENEMPATAN : MAHKAMAH TINGGI SYARIAH
MRS KOTA BARU
MRS TANAH MERAH
MRS JELI
MRS KUALA KRAI
MRS MACHANG
MRS PASIR MAS
MRS TUMPAT
• MRS PASIR PUTEH
MRS BACHOK
MRS GUA MUSANG
Lain-lain...

PENKhususan : PENTADBIR DAN KEWANGAN
KAUNTER
ICT
Lain-lain...

✓ Saya dengan ini mengaku bahawa maklumat yang diberikan diatas adalah benar. Saya memahami dan menerima bahawa jika mana-mana maklumat di atas kemudiannya didapati tidak betul atau tidak benar, sama ada sebahagian atau keseluruhannya, saya akan dikenakan tindakan tatatertib oleh pihak universiti seterusnya program praktikal saya dibatalkan.

✓ Saya dengan ini mengaku bahawa maklumat yang berkaitan dengan Jabatan Kehakiman Syariah Negeri Kelantan akan dijaga dengan sebaik mungkin. Saya memahami jika saya melanggar peraturan mahkamah dan mendedahkan kerahsian jabatan, sama ada sebahagian atau keseluruhan, saya akan dikenakan tindakan tatatertib oleh pihak JKSNK seterusnya program praktikal saya dibatalkan.

STATUS PERMOHONAN: **SEDANG DIPROSES**

[Kemaskini](#) [Cetak Permohonan](#)

Peringatan : Permohonan anda akan diproses dan maklumat akan diberi dalam tempoh 7 hari bekerja.
Peringatan : Penempatan dan pengkhususan berdasarkan kelulusan di jabatan yang ditohon oleh anda.

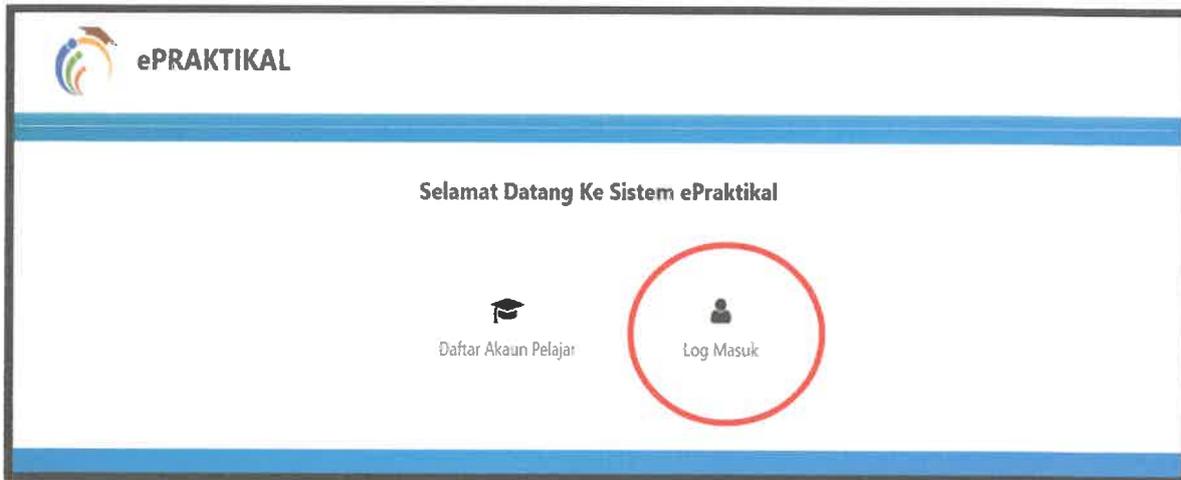
Step 16: After student click button `Hantar`. Button `Kemaskini` and `Cetak Permohonan` will appear.

Step 17: Button `Kemaskini` if student want to change date of practical, file upload, district choose and specialization.

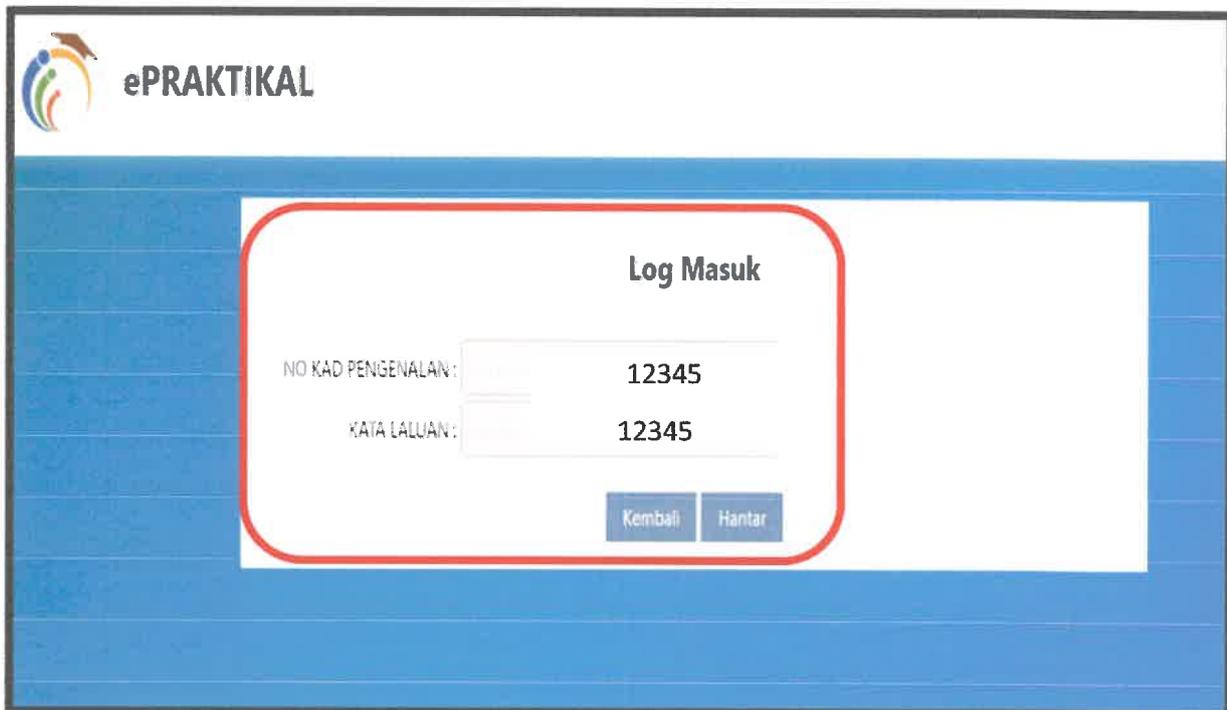
Step 18: Button `Cetak Permohonan` is made for student to print out the registration form to make keep.

Step 19: `Status Permohonan` display result, if result is accepted, student need to print out and give to supervisor campus to make confirmation student make practical at JKSN Kelantan. If result is denied, it maybe student have course not suitable or need of department.

User manual Admin



Step 1: Admin need to click `Log Masuk` button.



Step 2: After admin click `Log Masuk` button, admin need to enter IC number and password in the box.

Step 3: Admin need to click button `Hantar` to make confirmation.

Selamat Datang, ADMIN OFFICIAL
 Log masuk terakhir pada 19/06/2017 09:57 AM
[Daftar Admin](#)
[Log Keluar](#)

Senarai Pendaftaran Pelajar

TAHUN: ---SEMUA--- ▼ BULAN: ---SEMUA--- ▼ Cari Cetak

Nam.	2015	Program	Institusi	Penempatan	Pengkhususan	Dokumen Sokongan	Borang Permohonan	Status
1 SITI MAR BINTI AH	2018	SARJANA MUDA PENGURUSAN PEJABAT	UITM	MRS PASIR PUTEH	PENTADBIRAN DAN KEWANGAN	AMIRUL123.PDE AMIRUL123AWA KHAIRUL123.PDI KHAIRUL123AWA		SEDANG DIPROSES
	2019							
	2020							
	2021							

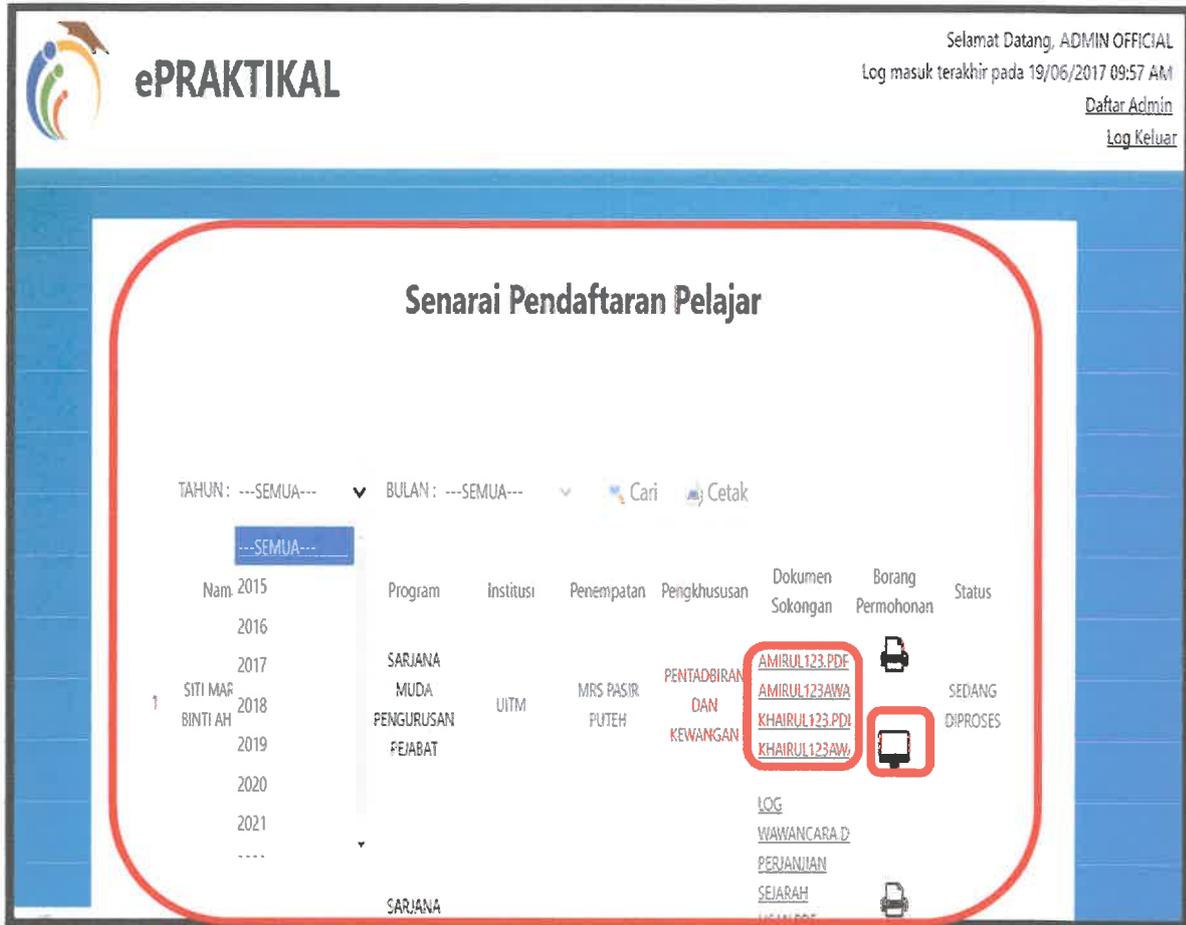
SARJANA

Step 4: After admin click button `Hantar`, this page will appear. In this page have all information about student want to make practical in JKSN Kelantan.

Step 5: Admin can make search by year and month by clicking button `Tahun` and `Bulan` and click button `Cari`. After that, list of admin make search will appear.

Step 6: Admin can make print of all list of student or by year or by month by click button `Cetak`.

Step 7: Admin also can make new admin by click at `Daftar Admin` at right top of this page.



Step 8: Admin need to download and view about student in column `Dokumen Sokongan` and observe them suitable or not to make practical at JKSN Kelantan.

Step 9: After admin make observation, admin need to click symbol motherboard image to take action.

Maklumat Permohonan Pelajar Praktikal

Maklumat Peribadi

NO. KAD PENGELOJAN: 8588058421
NAMA: CHAI MAR ANNE CHAI ANNE
JANTINA: FEMALIA
ALAMAT: LOT 1001 NO. 19 HAYATI UMUM (SEKOLAH RUMAH KELANTAN)
NO. TEL: 014-9996532
EMAIL: maranne@gmail.com

Maklumat Akademik

KELOMPOK PENGELOJAN: PABR07
PROGRAM: DIPLOMA AKSIOMIA PENGELOJAN, PABR07
INSTITUSI: UMTH
TARIKH: 15/04/2018
TARIKH: 15/04/2018

Maklumat Penempatan

PELUSPAPAN: PABR07 PABR07
PELUSPAPAN: PABR07 PABR07 (KEMUDIAN)

Saya dengan ini mengemukakan maklumat yang diberikan diatas adalah benar. Saya memohon dan memohon bahawa jika mana mana maklumat di atas kesemuanya didapati tidak betul atau tidak benar, saya akan sebahagian atau keseluruhan, saya akan dibenarkan tindakan tatasertih oleh pihak universiti seterusnya program praktikal saya ditamatkan.

Saya dengan ini mengemukakan maklumat yang berkaitan dengan Jabatan Kehakiman Syariah Negara Kebangsaan akan dipaparkan dengan sejujur mungkin. Saya memohon jika saya melanggar peraturan maklumat dan menyalahgunakan kepercayaan jabatan, saya akan sebahagian atau keseluruhan, saya akan dibenarkan tindakan tatasertih oleh pihak KESK terutamanya program praktikal saya ditamatkan.

Lulus Tolak

Step 10 : After admin click motherboard image, this page will appear. Admin need to take action either accept or denied.

Step 11 : After admin take action, the result will appear at page student and page admin.

Selamat Datang, ADMIN OFFICIAL
Log masuk terakhir pada 20/06/2017 11:34 AM
[Daftar Admin](#)
[Log Keluar](#)

Pendaftaran Akaun Admin

NO KAD PENGENALAN :

NAMA :

KATA LALUAN :

SAHKAN KATA LALUAN :

Step 12: Admin need to enter information in box like IC Number, Name, Password, and Confirm Password and click send to make registration valid. After that, admin need to click button *Hantar* to make confirmation.