INDUSTRIAL TRAINING REPORT:
BAHAGIAN PENYELIDIKAN & JARINGAN INDUSTRI (PJI)

UNIT CREATIVE MEDIA & TECHNOLOGY (UCMT)

UNIVERSITI TEKNOLOGI MARA (KELANTAN)

SPECIAL PROJECT:
(UCMT ONLINE PORTAL)

BY
MUHAMMAD NAZRIN BIN AMIN RUDIN

FACULTY SUPERVISOR
MOHAMMAD AZHAN BIN ABDUL AZIZ

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INDUSTRIAL TRAINING REPORT   1 AUGUST 2016 – 31 DECEMBER 2016

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Muhammad Nazrin Bin Amin Rudin

2013195189

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ABSTRACT

The purpose of this documentation is to report the activities done by the trainee during the industrial training for five months starting from August 1st 2016 until December 30th 2016 in the office of Pusat Penyelidikan & Jaringan Industri (PJI) department, Universiti Teknologi Mara (UiTM) Machang, under the supervision of Prof. Madya Dr. Hj. Nik. Kamaruzaman. This documentation include clear explanation on daily tasks assigned to the trainee be part under unit of Creative Media Technology (UCMT), managed outdoor event and program, data key in, others outside project activities. The most essential part of the training is the trainee has been given to make a special project which is consigning to build a website for UCMT UiTM Machang branch. The objectives of the website are to represent the unit in online to public and to increase the work effectiveness among the unit. Opinion and recommendations regarding the industrial training were given in this documentation.

Keywords: trainee, outdoor event, industrial training, website build

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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. I would like to state an appreciation to thanks everyone who helped me directly or indirectly. My special salutation goes to Prof. Madya Dr. Hj. Nik. Kamaruzaman as my industrial supervisor who had gave a very useful knowledge and guide me during the industrial training.

Secondly, thanks to Pejabat Penyelidikan Jaringan & Industri (PJI) Universiti Teknologi MARA (UiTM) Machang and Unit department of Creative Media & Technology (UCMT) for giving me a chance to undergo the industrial training here for five (5) months starting from August 1st 2016 until December 31th 2016.

Thirdly, I would like to thanks Encik Mohammad Azhan Bin Abdul Aziz as my faculty supervisor for giving me guidance throughout the training. My special appreciation to Madam Izzatil Husna Binti Arshad as the industrial training coordinator for pouring all attentions that I need to complete the industrial training report and project successfully.

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1.1   Background of Organization

PJI was established on January 1, 2007 which started and operates as a unit of Research Management Unit (RMU), and then it has developed as one of the main parts in UiTM Kelantan which provides services to support the programs and activities of academic research, writing, publishing, consulting and commercialization of academic research staff UiTM Kelantan.

Figure 1 : PJI main desk

Figure 2 : PJI interior office

1.2 Main Business

The primary function of the PJI is to deal with matters concerning the management of research, writing, publishing, entrepreneurship, consulting, alumni, intellectual property protection and commercialization. PJI also mandated to assist academics in the field of writing to increase the added value of research results for publication in high-impact journals. In addition, the PJI are cooperating with government agencies, private organizations and communities to provide programs that can enhance the employability of graduates, generating opportunities for research and provide community services to residents.

1.3 Vision, Mission, Objectives and Function

1.3.1 Vision

To become an administrative center of excellence for research and development, consultancy, research and publishing industry and entrepreneurship network.

1.3.2 Mission

To improve the knowledge, creativity and innovation abilities universities through quality service and become a bridge of information, knowledge and technology between universities and industry.

1.3.3 Objectives

i.   Manage, coordinate and provide services needed for successful research, consultancy and research publications.

ii.   Help explore new areas through innovation and creativity.

iii. Establish research groups and consultations among lecturers.

iv.   Disseminate information and provide training in research, consultancy and research publications.

v.   Help businesses collaborate with industry in the research, development, commercialization and consultancy.

vi.   Create opportunities for UiTM and industry through activities related to students and increase their knowledge and skills as well as student.

vii.   Strengthen ties with the community to build a progressive society.

viii.   Student entrepreneurship.

ix.   Entrenched feature of innovation among students.

1.4   Organization Chart of Pusat Penyelidikan & Jaringan Industri (PJI) UiTM Machang

In Pusat Penyelidikan & Jaringan Industri (PJI) UiTM Machang, there are five (5) unit departments. Each of the unit department is located at each division of PJI building. All of the five (5) departments have its own tasks and responsibilities and each of the department has its own sub unit. The five (5) major departments that operate to assist the overall functions of PJI UiTM Machang are Malaysian Academy of SME & Entrepreneurship Development (MASMED), Industry, Community & Alumni Network (ICAN), Unit Research, Management & Inovation (URMI), Unit Creative, Media & Technology (UCMT) and general administration department.
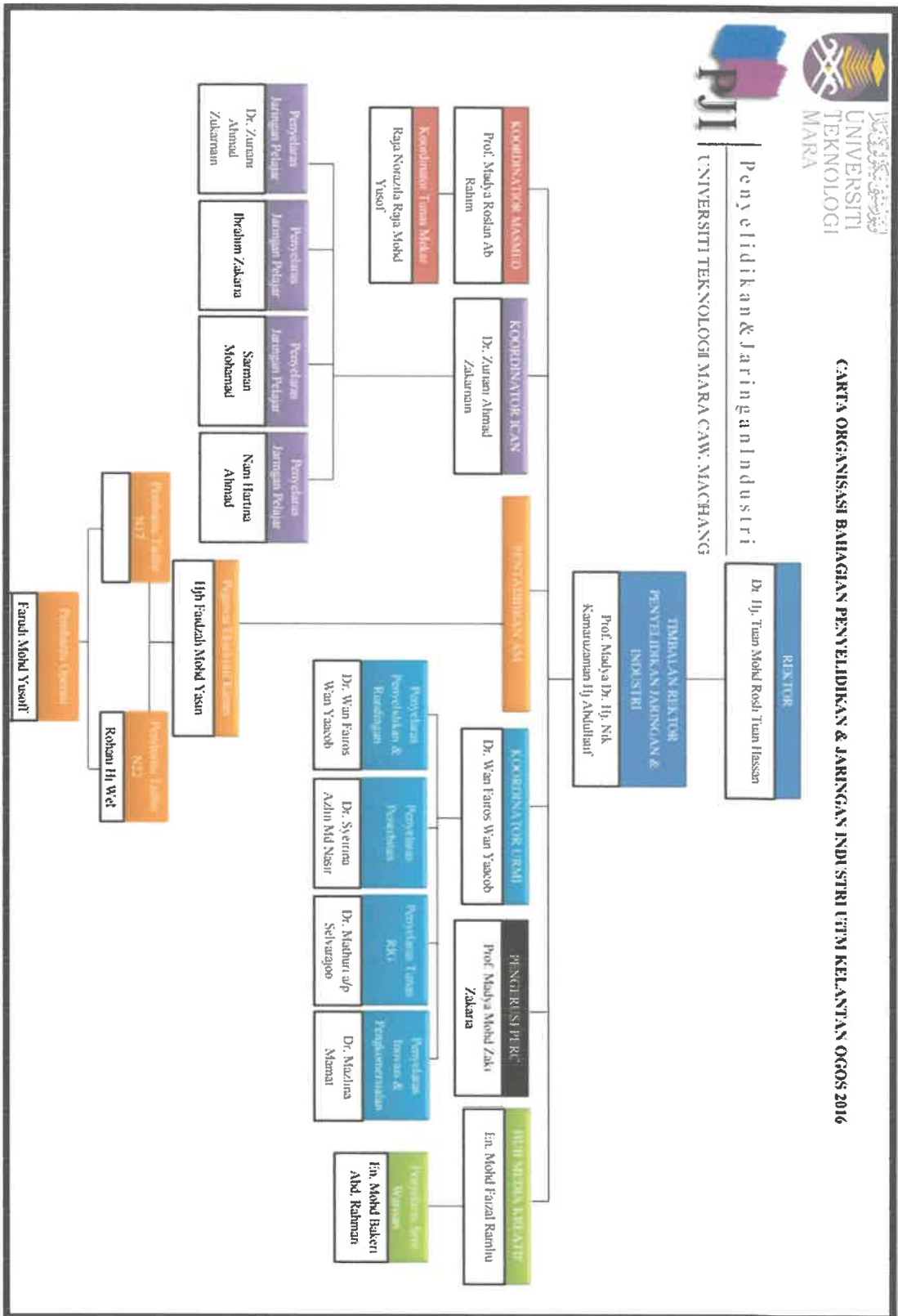
Figure 3 : Organization Chart of Pusat Penyelidikan & Jaringan Industi (PJI) UiTM

Machang

CHAPTER 2: ORGANIZATION INFORMATION

2.1 Departmental Structure of Unit Creative Media & Technology

Figure 4 : Departmental Structure of Unit Creative Media & Technology (UCMT)
UiTM Machang

2.2 Unit Creative Media & Technology (UCMT) UiTM Machang

Figure 5: Logo of Unit Creative Media & Technology (UCMT)

Current developments show the creative industry is an important source of economic growth and the proliferation of culture in developed countries. In the perspective of economic and socio-cultural Malaysia, a creative industry contribute RM9.4 billion to the national Kementerian Perdagangan Dalam Negeri Koperasi dan Kepenggunaan (KPDNKK) in 2008 and has the potential to generate high economic and cultural uplift.

Realizing the importance of this industry, the Ministry of High Education has mandated the Universiti Teknologi MARA as a precursor to the establishment of the Creative Industries Hub combines smart partnership some faculty related industries. Among the items discussed related coordination and clear policy on the development of creative industries in the country. Therefore, the university will lead and drive the activities more productively and economically through the synergy of the public sector, private sector, authorities, NGOs and others.

Commitment of Creative Media & Technology Hub UiTM Malaysia and the top leadership UiTM Kelantan branch through a number of meetings were held, followed by a discussion of the formation of Creative Media & Technology Unit UiTM Kelantan branch.

Unit Creative Media & Technology (UCMT) UiTM Machang providing mobilization and production abilities and talents of individuals or groups based on art, creativity, innovation and technology leading to a source of economic success and high-income to country, with emphasis on work and intellectual property rights in accordance with the culture and values diversity in Malaysia.

2.2.1   Function of Unit Creative Media & Technology UiTM, Machang

   i.   This unit is responsible to implement all programs and activities that took place as well as closely related to the field of creative, technology and media.

   ii.   Upholding name and identity UiTM Malaysia and pioneering new possibilities in the fields of media, art, creative and technology.

   iii.   Contribute to the progress of society in the field of media industry, art, creative and technology.

   iv.   Provide a platform for exposure and experience opportunities for students to meet the basic needs of merchantability and produce creative entrepreneurs.

CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

3.1   Training Activities

The trainee has been attached to Unit Creative Media & Technology (UCMT) for five (5) months from 1st August 2016 to 28th December of 2016 to fulfil the trainee's course requirement under the supervision of Prof. Madya Dr. Nik Kamaruzaman Bin Haji Abdulatiff and Encik Bakeri Bin Abdul Rahman. Below are the activities done by the trainee throughout the industrial training in Pejabat Penyelidakan Jaringan & Industri (PJI) UiTM Cawangan Machang under the unit of UCMT:

3.1.1   "Transformasi PJI Melalu Konsep 3R" (Recycle, Reuse, Reduce) Project

The project objectives are to build a new look inside the department of PJI by using the unused and waste materials at Pusat Pelupusan UiTM Machang, in order to fulfil the project objectives by using the 3R concept. The trainee was assigned to perform an outdoor task. Some of the activities done are to create, paint, spray, clean the product and furniture that had been designed, use and handle the mechanical machines to build the renovate product and furniture including for the installation process, the trainee was

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involved to lift and install the finished product at the PJI. This project activity has been conducted and completed by the trainee within 2 months of working day since August to October of 2016.

Figure 6: Shows trainee doing work progress during 3R project

Figure 7: Shows trainee doing the installation and finishing process of the project

3.1.2 Exhibition of Creative Media & Technology at CMT Hub at UiTM Shah Alam

The exhibition was held at Creative Media and Technology main hub at UiTM Shah Alam, the exhibition was took place for one (1) day at the end of September 2016. Trainee went to UiTM Shah Alam two (2) days before the exhibition day. Trainee was assigned to setup the exhibition booth and organized the displayed items in CMT Hub. The objectives of the exhibition are to promote the products that created by fine and materials and fabric of Art and Design faculty students of UiTM Machang and to present the invitation from CMT Hub. The exhibition and event was launched by High Education Minister of Malaysia, YB Dato' Seri Idris Bin Jusoh, this training activity gave lot of new work experiences to the trainee during the progress of the exhibition.

Figure 8: Shows trainee setup the exhibition booth

Figure 9: Shows trainee with the UCMT team at the exhibition

3.1.3   Entrepreneur Product Showcase of Ministry of International Trade and Industry (MiTI) at Pengkalan Chepa Airport, Kota Bharu

UCMT was invited and pay to setup a booth for entrepreneur to promote their product by MiTI. The showcase was held at Pengkalan Chepa Airport, Kota Bharu the showcase was took place for two (2) days at the end of October 2016. Trainee went to Pengkalan Chepa Airport one (1) day before the showcase day. Trainee was assigned to setup the showcase booth and organized the promotion products of UCMT and others entrepreneur under MiTI. The objectives of the showcase are to promote the selling products of entrepreneur under MiTI and UCMT itself to public. The showcase and event was launched by YB Dato' Seri Mustapa Mohamed, the training activity improved trainee skills in how to organize the outreach program experiences.

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Figure 10: Shows trainee setup the showcase booth

Figure 11: Shows the progress during the showcase

3.1.4 UCMT Machang House "Gotong-Royong"

The activity was run at Machang, the activity was took place for one (1) day at 2nd October of 2016. UCMT Machang quarter house project is one of in progress project of UCMT UiTM Machang, the project objective is to locate and represent the unit in one house where all community activities between residents and folk in Machang can be held in that quarter house, example of the activities to help young or small entrepreneur and also single mom to promote their product and gave a training skills for them such as handcraft skills training. In this activity, trainee was asked to present as a volunteer. Trainee was assigned to clean up the area of the house and organized the displayed items in quarter house of UCMT. The objectives of the activity are to give a new look the house and improve foster between others volunteer and fertilize the teamwork skills among others.

Figure 12: Shows the progress during the activity

3.1.5 "Karnival Keusahawanan Desa Mini RTC"

UCMT in collaboration with iCAN and Rural Transformation Centre (RTC) were organized a program for small entrepreneur to promote their selling products. The carnival was held at Block D, UiTM Machang. The carnival was took place for one (1) day. Trainee was assigned to setup the sound system at the carnival booth, develop a video montage and organized the promotion products of small entrepreneur under RTC. The main objective of the carnival is to promote and help small entrepreneurs to introduce and selling their products itself to consumers and public. The carnival showcase had launched by YM Dr. Haji Tuan Mohd Rosli Tuan Hassan, UiTM Machang Rector. The carnival activity gave lot of benefits in improved the trainee in communication, self-confidence, teamwork skills.

Figure 13: Shows YM Dr. Haji Tuan Mohd Rosli Tuan Hassan, UiTM Machang Rector gave a speech at the launched of the carnival

3.1.6 "Sidang Istiadat Konvokesyen Ke-85 UiTM Machang"

The activity was took place at Dewan Professional UiTM Machang on the pre-convocation day, as a part of PJI staff, the trainee was assigned to help others staff in prepared the event. Trainee was given tasks to coordinate and lift the boxes that consist of graduate file that will be handed to graduates on the stage when the event took place. During the event was run, trainee had also represent as an assist officer that help to manage the task during the convocation day.

Figure 14: Shows the cleaning preparation for the Convocation Event at Dewan Professional UiTM Machang

3.1.7 Data Entry

The trainee was assigned to key in graduated students records of Alumni from hard copy to soft copy. The purpose of data entry is to ease the Academic staff to arrange the graduated student information from "Borang Alumni UiTM Kelantan". All of the student's information was keyed in into Microsoft Excel according to the name of the student and course. This task was assigned by Pn. Hanani from Alumni department

Figure 15: Shows "Borang maklumat persatuan alumni UiTM cawangan Kelantan"

3.1.8 Clerical Work

Clerical work frequently performed by the trainee in Administrative Division during the industrial training period. The tasks were assigned by Administrative operation assistant, Mr. Farudi Bin Mohd Yusoff. Some of the tasks are photocopying documents and letters, facsimile letters and up and assist in recruitment initiatives of internship application such as reviewing resumes and scheduling interview for applicants.

3.1.9　Recordkeeping

3.1.9.1 Filing Management

The trainee was given a task to manage all the records in the file room of PJI UiTM Machang. The task were assigned and guided under the administration of Hajjah Faidzah Mohd Yasin. The trainee was completely responsible for all the movement of the file and the records in the file room. Some of the activities are:

a) Arrange, update and maintain all the files in the file room

b) Ensure all the files were placed in the right shelves

c) Compile and stack staff records

d) Identify damaged files/ records

e) Categorize non-current files to be send for disposal

f) Reprint and change faded and damaged files and shelves label

g) Remove paper clips

Figure 16: PJI file and record room after rearranged by trainee

3.1.10 Consultation and Meeting

All trainees of PJI UiTM Machang also were encourage to get involve in consultation and meeting between unit departments officer to improve the knowledge of the trainees of PJI to handle a project and know the flow of a project. The trainees also need to attend the departmental meeting that held weekly in order to improve their critical thinking and problem solving skills by give a clarification or an idea during the meeting. Furthermore, the trainee can implement the knowledge gained during the consultation and meeting in the future work field.

Figure 17: Consultation with UCMT unit

Some of idea and issues that been discussed during the meeting were:

a) Planning for future event and program

b) Troubleshoot the problem face by the unit

c) Presentation on past event and program

d) Generate new ideas and concept for the department

3.1.11 Electronic Publishing/ Design

The trainee was assigned by URMI Coordinator, Dr. Wan Fairos Wan Yaacob to design an event banner for "Bengkel Penulisan Dan Permurnian Jurnal Berimpak Tinggi 2016". The design includes the cover and the contents banner. The banner was designed by using Adobe Photoshop CS5. Trainee also creates montage videos for iCAN unit under supervise of Dr. Zuriani Ahmad Zulkarnain by using Sony Vegas Pro software.

Figure 18: Banner Design

3.2 Special Project (Develop an Creative Media and Technology, UiTM Machang Online Portal)

3.2.1 Planning

This project is identified in planning phase. In this phase, the problem and potential solution have been identified. The problem were identified were less of online activities and events promotion from the unit that can reflect the work effectiveness. Meeting with the supervisor Encik Bakeri Abdul Rahman were brainstorm about the project scope. Furthemore, problem statement, the objectives, target user and outcomes were identified during this phase. The proposed solution to solve the problem is by providing an online portal for public to access. The need online promotion is important to the unit because some of others outside still do not know the existed of the unit, online portal may help the unit to promote themselves to others through the online space, also all the latest event that held by the unit can be fast update through the web. During the planning phase, the title of the project that is "Creative Media and Technology, UiTM Machang Online Portal" was chosen.

3.2.1.1 Introduction

Based on preliminary discussion with UCMT, trainee have identified and listed the needs and solutions that will want to address in this project. UCMT UiTM Machang needs a website to reach out to the community and also to serve and support the current and previous activities and project information to public in order to promote and gain support from the institution. Furthermore, UCMT needs a website that can be maintained by a UCMT staff, without the need to regularly employ other staff to make changes. UCMT staff needs to be able to have a basic skill or knowledge to update the contents of the website.

Trainee create and develop an online website with a fresh new web design that is easy to navigate and provides useful information of the background of the unit, the current and past activities and event of UCMT to public through online. The design will also convey to potential visitor of the portal. The design integrate the current logo and color palette so it will maintain a familiar look to UCMT

The title of the website is "UCMT, UiTM Machang Online Portal". The website contains of unit background, and information about the program and event that runs by the unit with pictures during the events were held. The purpose of this project is to encourage public and user to support all the activities that runs by the unit and help UCMT UiTM Kelantan send the information easily. According to Daigle and Cuocco (2002), one obvious reason for deploying portals is to improve productivity by increasing the speed and customizing the content of information provided to internal and external constituencies' efficiency of the unit. Besides that, the website will help the unit of UCMT to reduce the cost to make a promotion about their event and program

3.2.1.2 Problem Statement

UCMT UiTM Machang always tried the best way to provide event promotion to the public. Method that usually use is by printed flyers and banners. Although banners and flyers are the efficient way to promote the event, in this development of online technology the needed of online portal for the community unit like UCMT is necessary. A proper training to enable the staff to maintain the website also needed. One of the problem that occur when using a computer without proper training is that to perform the website information update may takes time.

To adapt the current situation, UCMT UiTM Kelantan staff mostly knows how to use computer but most of them have the less skills or knowledge about the how to manage the website. Thus, a training need to give before the online portal get launch

3.2.1.3 Online Portal Objectives

The objectives of the website develop are listed below:

i. To promote the unit program and event through online

ii. To save the unit information in the website

iii. To increase the effectiveness of unit promotion to the public

3.2.1.4 Target User

Audience – the "UCMT, UiTM Machang Online Portal" are focusing public, students, employees and staff that are from various department, field and positions in UiTM and other universities.

3.2.1.5 Outcome of the Website

The "UCMT, UiTM Machang Online Portal" website will be very helpful for the UCMT UiTM Machang that can helps to increase the unit follower and be more familiar to public. There are several outcomes received by the unit of the online portal:

i. Improved the unit promotion

ii. Increased the work effectiveness

iii. Reduce promotion cost

3.2.2 Analysis

The next phase of the project is analysis. Analysis is the most important part because during this phase, all of the requirements needed for the project need to be shortlisted and identify. In this phase, the website requirements were analysed and determined. A proper analysis is needed to ensure the next phase of the project can be done properly. The project requirements such as language selection, hardware and software required during the website were determined by analysing previous website development project. Furthermore, detail project budget was calculated in analysis phase.

3.2.2.1 Budget Details

Table 1 : Budget Details

Item	Price (RM)	Unit	Price/ Unit (RM)
Notebook	Free	1	Free
Domain registration	RM50.00	1	RM50.00
Webhosting	RM50.00	1	RM50.00
Maintenance	FREE	1	FREE
Total			RM100.00

3.2.2.2 Hardware

The right and proper selection of hardware to be used in the special project is important to ensure the objectives of the website development can be achieved. All of the hardware required for the website development using by trainee is by own.

3.2.2.3 Software

The right and proper selection of software to be used in the training is important to ensure the objectives of the training can be achieved. There are several software used for the training such as:

i. Joomla 3.6.2

Joomla 3.6.2 web developer software was used to create the website and design user interfaces of the website

ii. Adobe Photoshop CS5

Adobe Photoshop CS5 was used to edit the component and content in the website.

3.2.2.4 Language Selection

The right selection of language to be used during the training is important because to ensure the content deliver is understandable. Language Malay language has been chosen and used by the trainee

3.2.3 Design

The next phase of the project is design. In this phase, the tools to deliver the information were designed. Furthermore, in this phase include the details of the design and functions of the project such as user interface and website design. In the same time, the design of the user interface and web design need to meet the entire requirement of the project to meet the objectives of the special project. The suitable design for the project is important because without a proper design it may hard for user to use or access the website

3.2.3.1 Website User Interface and Design

Figure 19: Shows the home interface of the website
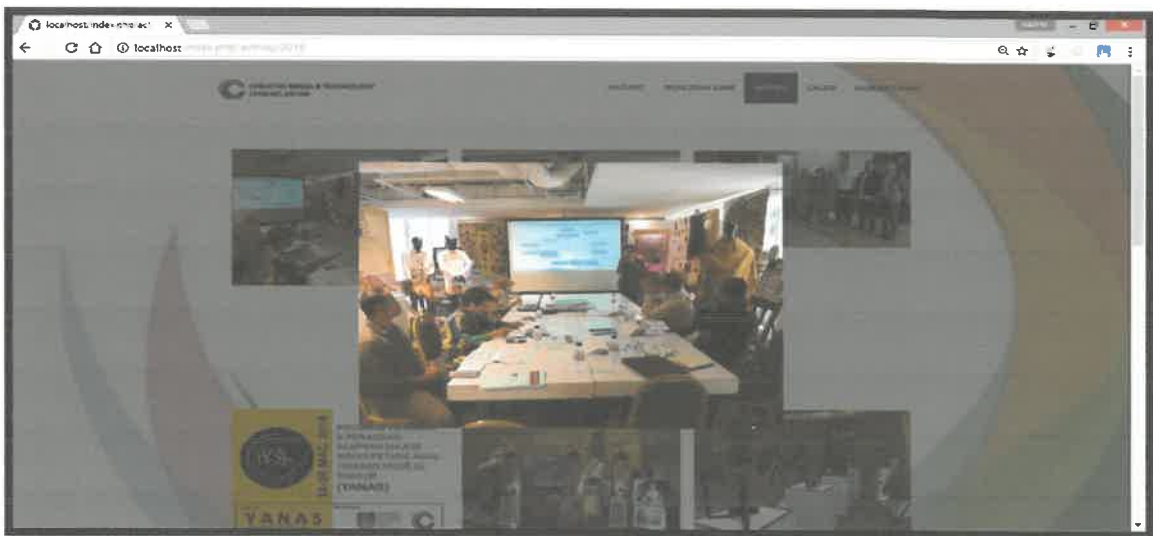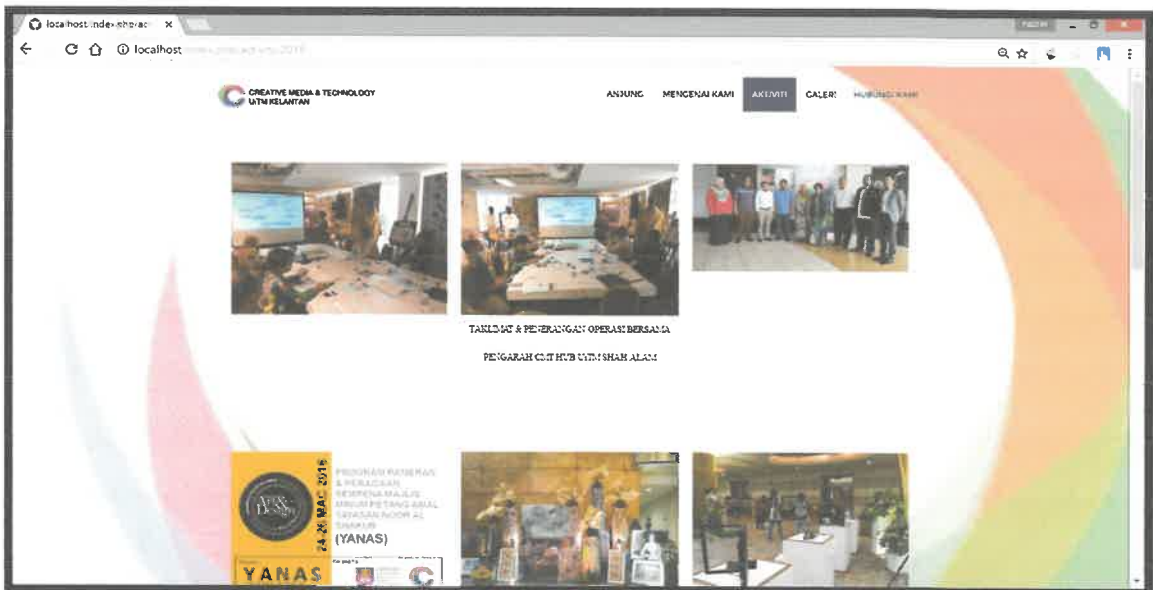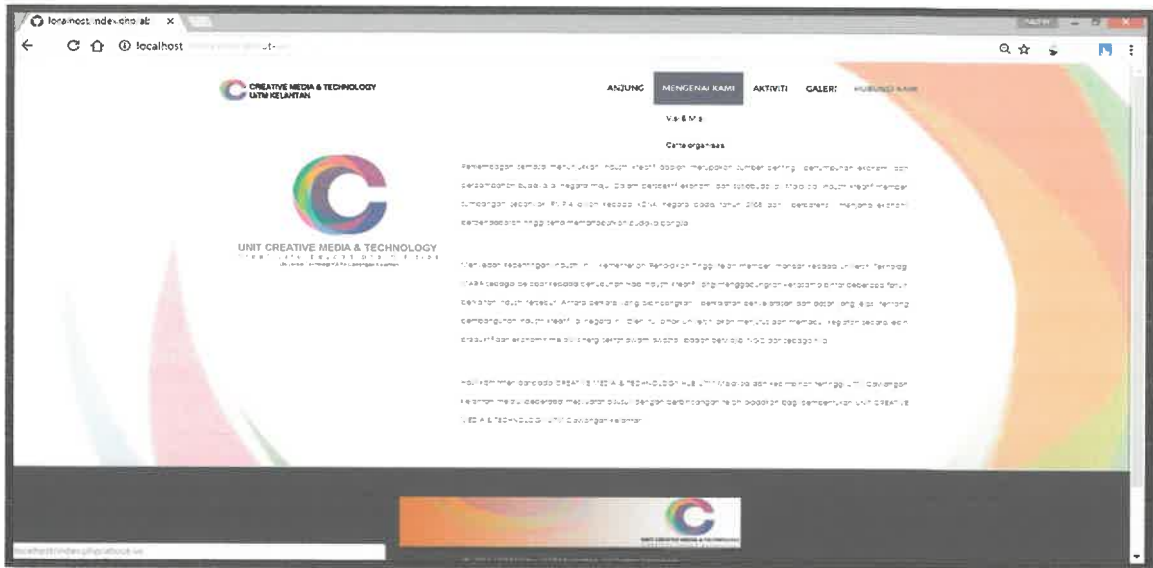
Figure 20: Shows the content interface of the website

3.2.4 Implementation

The next phase of the project is implementation. Implementation can be defined as putting a plan or decision into effect process. Implementation phase is the phase where the website launch, and the website still in the approval to get the domain and server to run the website

3.2.5 Maintenance

The last phase of the project is maintenance. In this phase, any lack of feature and content in the website will be added.

3.2.5.1 Project Conclusion

Website development or online portal is very important to develop and increase the promotion method. Online technology nowadays is really important to government and private sector employees to increase their daily work and task effectiveness. Online communication between unit departments such as UCMT UiTM Machang and the user or public also plays a significant role to ensure the information deliver in advanced. Lastly, the suitable methods of web development such software and hardware used were needed, language selection need to be selected accurately in order to meet the requirement and objectives of the special project.

CHAPTER 4: CONCLUSION

4.1 Application of Knowledge, Skills, and Experience in Undertaking the Task

During five (5) months of industrial training in PJI UiTM Machang, there are many skills and knowledge that need to be applied to perform the task given to the trainee. New skills, knowledge and experience gained by the trainee are very useful to be used in the future especially professional works environment which cannot be obtained during the study environment at university. As example in the 3R project where trainee

had to use and handle the mechanical machines ~~that trainee never~~ had ~~any~~ experienced to handle it before and do not been teach in trainee study course syllabus and subject. Although it might be give some difficulty to the trainee but the training was given before by the supervisor of the project, Encik Bakeri Bin Abdul Rahman and the trainee was succeed to complete the project and gain a very good valuable new experience.

4.1.1 Records Management

Records management is importance to be developed as it makes the organization become good control in handling the records. The task of managing and handling all the files in the PJI UiTM Machang file room done by the trainee such as update, compile and replace the records and files were related to records management field and records courses learnt by the trainee for example, Records Management and Management of Records in Organizations (IMR 451). The records management subjects such as Classification and Filing System (IMR 504) theory that have been taught during the study were applied.

4.1.2 Technical Skill

Using hardware and electronic parts are one of the basic technical skills that performed by the trainee during the industrial training. All the knowledge about maintaining electrical parts and using hardware and software especially computers are well applied from the Technical Support Services and Maintenance for Information Agencies (IMD 222) subject during the diploma program. The course increases the skills of the trainee in maintaining the hardware and software such as computer maintenance, troubleshooting the error and recognizes which software that is appropriate to accomplish certain tasks. The concepts had been learnt and were practice in undertaking the task given.

4.1.3 Communication Skills

Communication is an important skill in any job situation. The speaking and presentation skills of the trainee were improved during the industrial training because in PJI UiTM Machang, the staff deliver information from other to another by communicate and improve trainee formal non-formal communication skills between staff, meanwhile when in the meeting trainee need to communicate in English. The application of knowledge from the Communication Skills for Information Professionals (IMD 212) during the diploma program and Presentation Skills (BEL 492) and Information Systems Interaction and Consultation (IMS 556) during the degree program are very useful during this industrial training.

4.1.4 Multimedia Skills

Last but not least, the trainee had been assigned with various task of creating multimedia design such as "Bengkel Penulisan Dan Permurnian Jurnal Berimpak Tinggi 2016" banner, video montages and in web development for special project itself which the trainee learnt in Introduction to Multimedia (IMD 153) and Electronic Publishing (IMD 304). This subject exposed the student to be familiar with applications such as Adobe Photoshop, Adobe Illustrator and Sony Vegas Pro with the skill learnt can be used to perform tasks which included design process of the website. The continuing practice of using the editing software such as Adobe Photoshop increases the skills of the trainee when undertaking the task given.

4.2 Personal Thoughts and Opinion

Throughout the industrial training for five (5) months in UCMT UiTM Machang Division of Pusat Penyelidikan & Jaringan Industri (PJI), there are many knowledge, skills and experience gained that may reflects the trainee's working environment in the

future. Overall, PJI provided a very good lesson plan for the industrial training students based on the field that the trainee has taken.

Adapting to and easily blend in with new environment of working is not just about how good someone about certain skills and capabilities but more significantly is able to improve new skills and knowledge while retaining good relationships with others. Co-operation between the trainee and the employees in completing certain job is very significant and to complete the task given magnificently, the responsibility supported by the trainee makes the trainee feels very proud to be part and welcomed to the organization.

Besides that, positivity thinking that practice by all the staff in PJI UiTM Machang is very main thing that keeps every tasks or projects done successfully. In the real workplace environment, the trainee recognised that it is important for everyone to be always positive and be able to help each other no matter how hard the work was. Even though there are differences or gap between the jobs positions, everybody in the workplace are given the opportunities to giving ideas and opinion to improve the organization.

Last but not least, every theory and lesson learnt that had been obtained during the study were then practice appropriately during the industrial training. Every theory taught during study is significant to guide and support trainee in completing the job given during the training period. As example, theories and knowledge learnt during study related to records management were implemented and practice and works as a guideline during the training when managing the records and files in the PJI UiTM Machang file room.

4.3 Experience Learnt

There are many experiences learnt by the trainee during the industrial training in Pusat Penyelidikan & Jaringan Industri (PJI) that can improve and increase the personnel value to the trainee for the future such as:

4.3.1 Discipline and Punctuality

Discipline and punctuality is the most significant experience learnt by the trainee during the practical training. Every job given must be finish regarding on the due date. As example, the trainee is responsible to submit or finish the jobs given on time and it can improve trainee self-discipline. Furthermore, the attendance of the trainee is recorded. Therefore, discipline and punctuality are very important in working situation especially in the government institutions.

4.3.2 Cooperation

Mostly jobs during the industrial training required to be done in group. A good teamwork or cooperation can affects the end result of the job done. As example, during project of 3R, a good teamwork relationship between trainee and staffs were very important in order to finish the project fast and efficiently. Without good teamwork cooperation, the project might not be able to be finished according to the due date.

4.3.3 Critical Intellectual in Problem Solving

In problem solving, it is important for the trainee to come out with a good solution and it required a very depth critical thinking for quick and good problem solving solutions. For example, during departmental meeting with UCMT, the industrial supervisor asked the trainee to suggest any idea or solution in solving the problem. Thus, it can increase the critical thinking of the trainee in solving a problem.

4.3.4 Communication Skills

During the industrial training, the trainee improved his personnel communication and language skills from time to time. The ability to speak and communicate different language especially English is important because it helps the trainee to be well prepared for upcoming job interviews in the future. The trainee also learnt how to communicate and interact with professionals that can improve the communication skills of the trainee.

4.3.5 Commitment and Duty

Every job given during the industrial training at Pusat Penyelidikan & Jaringan Indudstri (PJI) needs to be complete on the due date that had been set and trainee needs to be responsible for every job given. Industrial training is a great measure in determining the responsibility and commitment of the trainee during the training time period and gave a good lesson to the trainee to be more responsible and committed when accomplishes every task given. A great sense of responsibility reflects how the trainee works in every task given makes the trainee to provide the best effort.

4.4   Limitation and Recommendation

4.4.1   Inappropriate Department to Handle Certain Task

To accomplish the objectives of the organization especially government institutions, adequate number of professionals is a serious issue. PJI UiTM Machang does not have any Information Technology (IT) department or unit for trainee to handle the job and tasks that related to the Information and Technology field such as new hardware or equipment installation. Furthermore, from the trainee observation, the management of the file room that stored many vital records such as student and staff records been managed by unqualified staff which did not get any records management skills appropriately.

4.4.2   A Smaller Quantity of Computer Skills among Staff

In this current working era, IT skills and computer literacy are importance among the staffs and employees of an organization especially government institutions or organization like PJI. It is important for employees to required high knowledge of IT skills to improve their daily tasks. From the observation, trainee can assumes that most of the staff and employees in PJI got a slightest IT and computer skills. As an example, basic troubleshoot of computer such upgrading anti-virus and printer and computer maintenance are not been learn by the staff and employees.

4.4.3   Creation of Information Technology Department

To encounter such problem, the trainee would like to recommend that in the future, PJI UiTM Machang should create an Information and Technology Department. The department is function in performing job and tasks related to the Information and Technology field. Furthermore, Pusat Penyelidikan & Jaringan Industri UiTM Machang should hire suitable staff based from their qualification and field that related to the

position. It also can increase the job opportunities to the fresh graduate students in Information and Technology field respectively.

4.4.4 Provide Development and Training

The trainee would like to recommend that PJI UiTM Machang should be provide adequate number of course and training for its staff to increase the knowledge and the skills of their staff and employees in IT field. Besides that, the staff or employee itself can attend a training or course about computer to increase their knowledge and skills. It is important for everyone in an organization to have such high knowledge in IT field to face the future of IT development in work field.

REFERENCES

Bakeri Bin Abdul Rahman. (2016, August 1). Personal interview

Mohammad Azhan Bin Abdul Aziz. (2017, November 17). Personal interview.

Nik Kamaruzaman Bin Abdullatif. (2016, September 1). Personal interview.

Penyelidikan, Jaringan Industri, (n.d.). Retrieved December 30, 2016 from http://www.kelantan.uitm.edu.my/kelantanold/pengurusan/bahagian/penyelidikan-jaringan-industri-masyarakat-a-alumni.html

S. L. Daigle and P. M. Cuocco (2002). Portal Technology opportunities, obstacles, and options: a view from the California State University. *Jossey-bass, 4*(1), 113.

APPENDICES

APPENDIX 1
LOGBOOK

STRUCTIONS

This book is issues to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student's responsibilities for keeping log book up-to-date.

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the next page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

- It is available at your place of work during your training.

- All entries, except sketches, are made in ink.

- Entries are made within a week of the work to which they refer.

- The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the Head of Programme for grading.

ECORDING

e log book should contain the following information:

A neat concise description of each of your training locations and the work on which you are engaged.

Relevant sketches, data and circuit diagrams

References to textbooks, standards and other technical information related to the work being under taken. Constructive comment on the work being undertaken and your considered opinions as to its value as training

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1. **Student's Name** : PHHHHHH) VAZLIN ....
2. **UiTM Matrics** : 2013145189
3. **Programme** : IM245
4. **Semester** : 8
5. **Home Address** :

6. **Tel No (H)** :
7. **Place of Traning** :
8. **Name of Supervisor In- Charge** :

9. **Duration of Training** from : to :

FOR OFFICE ONLY
Remarks:(Dean/Course Coordinator)

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/8	SELF IDENTIFY / MEETING with SUPERVISOR	
	SUBMIT REPORT DUTY	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13	REGISTRATION / LAPOR DIRI	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
4/B	Assist a Program in +20A.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/B	Discuss Special Project with Encik Bakar.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/3	Doing 3R Outdoor Project under PJ711/4MT	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/3	3R Outdoor Project Discussion with En. Bakari	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/3	Continue on 3R Project. EECA Programme discussion. Visiting Machang Quarters under UCMT unit by Encik Faisal.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
9/3	Continue on 3R Project. - Painting the retyla Product...	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14/8	Help first other trainer / students completing official / by staffs works	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18	Helping another trainer / students on the event / of IDEx	
	Continuing on 3L Project.	
	- Painting	
	- Cleaning	
	- others Man-Powers / work	

PRACTICAL TRAINING
LOG BOOK

UNIVERSITI TEKNOLOGI MARA

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/3	Continuing SR Project - Painting - Men's power works - Using Mechanical Machine -	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/3	Discussion with Another trainee Student to Create Own group/film	

PROJ

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/B	EKSA discussion	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
7/8	Continuing 3F project.	

Left page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
2/8	Meeting / discussion with Dr. Nik	
	Editing of Poster	

Right page

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/8	Continue on FR project	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
28/8	Pre theatre for Celebration - Decorate the Prj's Limit with malaysia's / Hartonan Day.	
29/8	Have a Meeting with Dr.Mix on Pre(Merdeka Celebration project.	
30/8	Public holiday.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25/8	Continue on SP project	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
13/9	Meeting and Continue doing/ Eksa project.	
14/9	Continue 3R Project - Paint the wall of Meeting room - Re-arrange product/table/ chair in meeting room.	
15/9	Helping Puan Nani in Log in the Students date for Convo	
18/9	Enter in Meeting EKSA and FIDEX	
19/9	Touch-up the 3R project before install into the PJ1 Office.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/9	Setup a 3R Project produt in PPJI.	
4/9	Discussion with PJI members to renovate a Wardrobe. Special Project analysis.	
5/9	Eksa Meeting with PJI Staffs.	
11/9	Clear a stroct room. Re-arrange records and File / Folders.	
12/9	Follow Encik Faisal visiting hons/ quators, then the work. Had a meeting with Supervisor (De. Nik Ramazaman.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/9	Go to Shah Alam for/as a participation guest in the Event for Official Opening ceremony of Mcmt headquarter Hub.	
21/9	Setup an exhibition items at Mcmt Hub Shah Alam	
22/9	Opening Ceremony for Mcmt Hub Shah Alam - Launched by Dato' Seri Idris Jusoh (Ministry of High Education)	
23/9	Dismantal the items of Mcmt Hub Exhibition. Visiting St Gonis 34 Center. Dinner out Joh Art Exhibition.	
24/9	Back to CITim Machung with Mcmt Team.	
25/9	About tidy up proje machung. Continue	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
20/9	Installing table - Continue 3L project. Setup the backdrop at PJ1.	
21/9	Installing exhibition behind the backdrop.	
27/9	Install the pedestal at PJ1 (Interactive Pedestal) (Going to Sungai San) Ekss Program. Estimation Time.	
28/9	Prepare and setup items and equipment for Miti "Showcase Promosi Produk Usahawan Miti) at Kota Bharu Airport. Batik Materials	
29/9	Install the exhibition items for event represent for Mcmt Machung. The exhibition start 11am - 7pm.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
3/10	Karnival Usahawan Mini Qoso/RTC. The and other trainee students been tasked to be a recention. Kopa council at the Karnival UiTm Machang. - launched by UiTm Machang Rector Dr. Iwan Aj. Rossi.	
9/10	Potluck lunch with Prj staff	
3/10	Designing and editing a poster	
1/10	Editing a video montage for ikon under Dr. Dariani and Encik Sarman.	
3/10	Meeting with Dr. Hj Nik Ramdzaman about special project.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
18/10	Update the special project to Dr. Nik Ramdzaniah and Encik Bakari.	
20/10	Had a meeting with Dr. Nik Ramdzanam in preparation for Pre-presentation on 11 December 2016.	
25/10	Keep in the student cooperation data for Pmar Plan.	
25/10	Go to Kuala Krai in order to collect data and giving questioners to vendors at Pasar Tani.	
31/10	Go to Dr. Nik Ramdzanam room for the present edije preparation.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/11	Continue on developing a website for achyc.com with Kekuntum	
2/11	Help Dr. Zursani to setup a WISE program under ICan at ARDF-A.	
3/11	Continue developing a website	
6/11	Doing the report for Special Project.	
8/11	Editing a montage for Corporate video of Pj.	
?/11	Dr. Nik announced that he will leave Pj at the end of the month.	
9/11	Preparation for Convocation Day at Dewan Pro. With Kekuntum, Me and Other trainee, Daim had been tasked to handle the Att f.16 Scrolls.	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
16/11	CONVOCATION DAY	
	21/11 23/11 24/11	
24/11	Find and Manage the files for Dr. Wan Faizos	
29/11	Create a Facebook Page for Pj.	
30/11	Continue doing Special project	
4/12	Continue doing Special project	

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
5/12	Had pre-presentation with Dr. Nik Kamaruzaman on his new room at Blok D. - Before do the presentation late we been asked to cleaning up the room - The presentation mode by me and others trainee students. - Dr. Nik Kamaruzaman comment and give additional advice that should to improve.	
8/12	Continue on doing Special projects.	
12/12	Maulidur Rasul Celebration	
15/12	Continue Special	
20/12		

DATE	EXTRACT NATURE OF WORK DONE	SUPERVISORS REMARKS
21/12	Sending email to Hajah about the progress. Pictures of ... Helping Dr. Wan Fasros updating the PSI Facebook page	
22/12	Doing the Special project.	
26/12	Holiday Christmas	
27/12	Potluck lunch Event for Ending of Practical Student at PSI Got the Signature Supervisor Dr. Nik Kamaruzaman and gives it to Zaim to send to Madam 132245	
28/12	Write report Logbook	

NIK DR. HJ. NIK KAMARUZAMAN HJ. ABDULLATIFF
Fakulti Perakaunan
Universiti Teknologi MARA
Cawangan Kelantan
Kelantan Darul Naim.

APPENDIX 2
INDUSTRIAL
TRAINING
ATTENDANCE

NO:
NAME: MUHAMMAD
NAZRIN B. Amin knon **2**

DEPT: PJ1
IIC: A3 wog-01-639 AGE: 23 SEX: M EPF:

	HOURS	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	80753		41707				
17	40755		41708				
18	80800		81541				
19							
20							
21	80753		41707				
22	80748		41710				
23	80741		41705				
24	80751		41703				
25	80758		81541				
26							
27							
28	80753		41704 41704				
29	80809		41710				
30	80749		41710				
31							

DEPT: PJ1 SECT:
B. Amin knon

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	80850		81724	1-Apr DIM			
2	80801		81712				
3	80803		81714				
4	80806	81541	81541				
5							
6	80809		81724				
7							
8	80749		81709				
9	80747		81707				
10	80740		81706				
11	80747		41541				
12							
13							
14	80755		81710				
15	80748		81714				

Card 2

NO: NAME: MUHAMMAD NAZRIN

DEPT: PJ4 EPF:

IIC: 951068-01-C337 AGE: 23 SEX: Male

	HOURS	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
16							
17							
18	0850			1405			
19	0905			1132			
20							
21							
22							
23	06:30			1805			
24				17:00			
25	0807			1715			
26	0810			1734			
27	0829						
28							
29							
30							
31							

Card 1

NO: NAME: MUHAMMAD NAZRIN AMIN Resah

DEPT: PJ SECT:

FOR THE MONTH OF SEPTEMBER YEARS 2016

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
1	0859			1549			
2	0850			1710			
3	0812				0834	0713	
4				1708			
5	0800			1706			
6	0807			1709			
7							
8							
9				1718			
10							
11	08:00						
12							
13							
14				1539			
15	0815						

2

NAME: MOHAMMAD NAZLIN B. AMIN RAZAK

NO:

DEPT: PJI   SECT:

I/C: 921003-01-6337   AGE: 23   SEX: M   EPF:

	ORDINARY TIME	OVERTIME	LESS				
HOURS				DATE		AMOUNT	
NET WAGES							

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
16	08:21			17:25			
17	08:18			17:28			
18	08:39			17:31			
19	08:22			17:22			
20	08:22			16:05			
21							
22	08:44			16:03			
23							
24	08:32			17:24			
25	08:57			17:24			
26	08:36			17:26			
27	08:33			15:39			
28							
29							
30							
31	08:24			17:23			

1

NAME: MOHAMMAD IZ. AMIN RAZAK

DEPT: PJI   SECT:

FOR THE MONTH OF OCTOBER YEARS 2016

Date	MORNING IN	MORNING OUT	AFTERNOON IN	AFTERNOON OUT	OVERTIME IN	OVERTIME OUT	Daily Total
1							
2	08:57						
3	08:20			17:20			
4	07:58			17:11			
5	07:41			17:01			
6							
7							
8	07:57			17:21			
9	07:57			18:12			
10	07:57			17:16			
11	07:47			17:22			
12	07:41			16:05			
13	08:05						
14							
15							

Card 1

NO:
NAME: MUHAMMAD NAZRIN BIN AMIN RUDIN
DEPT: PJI   SECT:

FOR THE MONTH OF November YEARS 2016

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
1							
2	08:13			17:02			
3	08:24			17:42			
4							
5	08:45			17:54			
6	08:12			17:23			
7	08:39			17:17			
8	08:58			17:02			
9							
10							
11							
12							
13				17:06			
14	08:2?			17:14			
15	08:23						

Card 2

NO:
NAME: MUHAMMAD NAZRIN B. AMIN RUDIN
DEPT: PJI
I/C: 931066-01-63 AGE: 23 SEX: M EPF:

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
16	09:00			17:08			
17	08:00			17:54			
18							
19							
20	08:19			17:00			
21	08:19			17:02			
22	08:24			17:05			
23							
24							
25							
26							
27	08:13			17:00			
28	08:59			17:04			
29							
30	08:04			17:17			
31							

ORDINARY TIME
OVERTIME
LESS
NET WAGES

HOURS	DATE	AMOUNT

UNIVERSITI TEKNOLOGI MARA

Card 2

NO:
NAME: MUHAMMAD NAZRIN Bin Amir Fadin
DEPT: PJI EPF: SEX: M
IIC: 931008-01-6544 AGE: 23

ORDINARY TIME	HOURS:	DATE	AMOUNT
OVERTIME			
LESS		NET WAGES	

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
16							
17							
18	0755			1755			
19	0915			1716			
20	0853			17:00			
21	0825			1726			
22	0833			1546			
23							
24							
25							
26	0818			1744			
27	0502			1638			
28	0801			1707			
29	0809			1547			
30							
31							

Card 1

NO:
NAME: MUHAMMAD NAZRIN B. Amir Fadin
DEPT: PJI SECT:
FOR THE MONTH OF December YEARS 2016

Date	MORNING IN	OUT	AFTERNOON IN	OUT	OVERTIME IN	OUT	Daily Total
1	0805			1534			
2							
3							
4	0802			1724			
5	0803			1737			
6	0802			1715			
7	0724			17:00			
8	0804			1551			
9							
10							
11	0818			1731			
12							
13							
14	0805			1749			
15							