



INDUSTRIAL TRAINING AT PERPUSTAKAAN TENGKU ANIS (PTA)

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(IM244)

1<sup>ST</sup> SEPTEMBER 2022 – 31<sup>ST</sup> JANUARY 2023

## **DECLARATION**

I declare that the work in this report has been carried out in accordance with the rules of University Technology Mara. It is original and is the results of my own work, unless otherwise stated or recognize as work of reference. This report was not being submitted to any degree or qualification to any other academic institution or non-academic institution for.

I hereby acknowledgement that I have been provided with the Academic Rules and Regulations for Under Graduate, MARA University of Technology (UiTM), which regulate the conduct of my report.

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PART: 7

TITLE: INDUSTRIAL TRAINING AT PERPUSTAKAAN TENGKU ANIS (PTA)

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## **ABSTRACT**

This industrial training report consists of four chapters that includes the introduction, organization information, industrial training activities and conclusion. I have made application to do industrial training at an academic library which known as Perpustakaan Tengku Anis, UiTM Cawangan Kelantan. Industrial training started from 1<sup>st</sup> September 2022 untill 31<sup>st</sup> January 2023. Within the five months of practical training at the library. I was given tasks that related to library field. On the first day I reported myself at the library, Mrs. Norfitriah Mat Seman that positioned as the Librarian and my supervisor in Perpustakaan Tengku Anis (PTA) give the industrial training schedule by. Moreover, I gained many knowledge, experiences and new skills especially when I was training under different department at Perpustakaan Tengku Anis (PTA) such as Customer Service Unit, Corporate Communications Unit, Digital Library, Organizational Administration, Branch Archives Unit and Library Materials Planning and Development Unit. During industrial training I was able to experience the work environment in library field.

**Keywords:** *Perpustakaan Tengku Anis, UiTM Cawangan Kelantan, Library, Practical Training, PTA Department.*

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First, I am very grateful to the Allah SWT for all the blessing and the guidance that He has gave to me until I was able to complete this industrial training report. I would like to express a big thanks and give my appreciation to all the people who always supporting and helping me in accomplishing this industrial training report.

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# **CHAPTER 1: INTRODUCTION**

## **ORGANIZATIONAL STRUCTURE**

### 1.1 Introduction

Industrial training is a course that must be done by all the final year bachelor degree's students of Bachelor of Information Science (Hons) Library Management which also known as IM244 program. Students need to experience five months of industrial training which started from 1<sup>st</sup> September 2022 until 31<sup>st</sup> January 2023 in order to fulfil the requirement of the academic course subject of Industrial Training under the code IMC690. Moreover, students were given option to choose two organizations as placement of industrial training. As for that, I have to hand it to my lecturer first as she wants to make sure that the documents were complete. Then, after I got approval from my lecturer, I proceed to send the documents of application to the organization. As for that, I had chosen to apply at Perpustakaan Tengku Ani, UiTM Cawangan Kelantan as a placement for my industrial training and fortunately they accepted my application. From this industrial training, I was expected to experience and contribute as much as I can along the five months' duration of this industrial training at the organization that I had choose. Thus, I was required to prepare an industrial training report that consists all the activities I have involved and my contribution throughout the industrial training.

## 1.2 Background of the Organization

### 1.2 Background of The Organization



Figure 1.1 The building of Perpustakaan Tengku Anis

UiTM Library Machang Campus, Kelantan was established in 1985 at Kijang Campus and has moved to Bukit Ilmu's permanent campus starting in 1996. On 25<sup>th</sup> July 2008, UiTM Kelantan Library was rebranded and given named as Tengku Anis Library (PTA) in conjunction with the Former YMM Raja “Perempuan” Kelantan, Tengku Anis Ibni Tengku Abdul Hamid. Apart from that, UiTM Library Machang Campus also plays an important role in supporting all learning, teaching, research and knowledge development programs by providing various types of services, diversity of collections, technology and up-to-date information. Moreover, Tengku Anis Library (PTA) WAS Operated by Deputy Chief Librarian Mrs. Alina Binti Hussein and assisted by Two Senior Librarians and supported by 22 support staff. In addition, this library also has upgraded its operations and library system from the ILMU system to the WILLS system from May 2017. Tengku Anis Library (PTA) also has a branch library which is at the Kota Bharu Campus that knowns as Tengku Anis 2 Library and headed by Madam Rosmariyati Ab Rahman as Senior Librarian and 6 staff members.

### 1.3 Logo Description



Figure 1.2: Logo of Tengku Anis Library (PTA)

Figure 1.2 Logo of Tengku Anis Library

This logo consists of 4 main colours:

- Dark blue means the maturity of an institution of higher learning that offers various levels of study
- Purple symbolizes global excellence in knowledge
- Yellow symbolizes the sovereignty of the Malay Rulers and the Malay struggle in brighten the quality of education
- White means the purity of knowledge offered to students

Description of every part in the logo:

1. The complete rectangular diamond shape at the top of the five books symbolizes the quality of the results of knowledge acquisition at University Technology MARA.
2. Five forms that resemble books that rise to the top symbolize the diversity of fields of knowledge and the diversity of levels of study offered such as Certificates, Diplomas, Bachelor's Degrees, Master's Degrees and Doctor of Philosophy Degrees. These five forms also symbolize the Pillar of Islam which are the core of student development.
3. The book placed on the 'rahal' became the basic for the formation of the University Technology MARA logo. The use of books symbolizes the source of knowledge. As an institution of higher learning, the core of all knowledge. Included in the field of science and technology presented to students is based on the knowledge of the Qur'an and the Sunnah.
4. The use of 'rahal' symbolizes the university as a square to import and transmit knowledge
5. Two dagger cross symbolizes the sovereignty of the Malay Rulers and the Malay struggle to uphold excellence and sovereignty of the nation
6. The shape of the semi-polished diamond is symbolic of the role of University Technology MARA to develop native to become a nation that excels, works hard and is pious.
7. The round shape in the overall shape of the logo symbolizes MARA university of technology as a global, superior and competitive university.
8. The name of the library is added at the right of the logo because all of the UiTM's units or departments used the same logo.

## 1.4 Organizational Structure

An organizational chart graphically represents an organization's structure, highlighting the different jobs, departments, and responsibilities that connect the company's employees to each other and to the management team. The four types of organizational structures are functional, multi-divisional, flat, and matrix structures. Others include circular, team-based, and network structures.

The organization chart at PTA includes staff starting from the top level to operational assistants. The total number of employees at PTA is 28 people in 2021. However, there is the addition of another assistant librarian in the archive unit, so the total number of staff at PTA is 29 people.

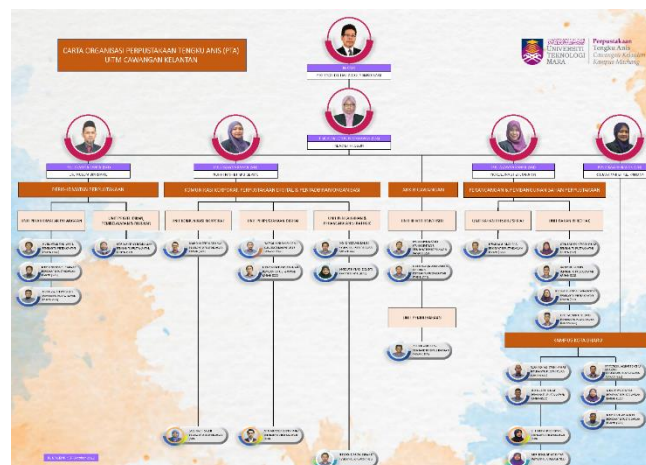


Figure 1.3 Organizational chart of Tengku Anis Library



## 1.5 Library Management Structure







Figure 1.4 Deputy of Chief Librarian, Puan Alina binti Husein

The library is managed by Mrs. Alina binti Husein which is the Deputy of Chief Librarian in UiTM Kelantan. The three librarians are responsible for assisting the head librarian where each one of them hold different department in the library. Others include 24 overall staff of the library that holds various positions from assistant librarian to administration duty.

The head department is responsible in making sure that all activities or programs carried out by the library are done with maximum effectiveness where other officer will provide assistance and guidance. Each library department will be monitored and objectives set within each department are archived by the commitment of the librarian in charge. Department such as cataloguing or reference section is managed so that it can serve its purpose to support the library community.

Table 1.1 Librarian Profile

LIBRARIAN	PROFILE
	<p>Name: Mrs Alina Bt Haji Hussein            Position: Deputy Chief Librarian            Qualification: Banchelor in Library Science            E-mail: <a href="mailto:alina364@uitm.edu.my">alina364@uitm.edu.my</a></p>
	<p>Name: Mrs Norfitriah Bt Mat Seman            Position: Librarian (Digital Library)            Qualification: Banchelor in Library Science            E-mail: <a href="mailto:norfitriah@uitm.edu.my">norfitriah@uitm.edu.my</a></p>
	<p>Name: Mrs Nordelina Bt Zulkarnain            Position: Librarian (Cataloging)            Qualification: Banchelor in Library Science            E-mail: <a href="mailto:delina023@uitm.edu.my">delina023@uitm.edu.my</a></p>
	<p>Name: Mr Muslim Bin Ismail @ Ahmad            Position: Librarian (Customer Service)            Qualification: Banchelor in Library Science            E-mail: <a href="mailto:muslim368@uitm.edu.my">muslim368@uitm.edu.my</a></p>

## 1.6 Objectives of Tengku Anis Library

1. Providing services to empower UiTM's library service delivery system as a center of excellence of information that has always remained relevant, referred to and respected
2. Extending comprehensive, up-to-date and relevant sources of knowledge covers a variety of physical and virtual accessible formats
3. Provides a conducive environment for teaching, learning and research
4. Improve the latest information technology and communication facilities that are focused on customer needs
5. Empowering human capital through PERDANA culture among UiTM citizens
6. Enhance relationship and cooperation with outside organization in industrial network activities

## 1.7 Vision & Mission

### **VISION**

Make UiTM an excellence-based university of excellence and academic excellence to lead the dynamic of native in all world-class professional fields to be born competitive, global and ethical graduates

### **MISSION**

A catalyst for knowledgeable UiTM citizens through the access to comprehensive, relevant and up-to-date information and quality facilities to meet the needs of teaching, learning and research.

## 1.8 Client's Charter

1. Providing Customer Friendly Services
2. Indicate the new titles of Library collections to customer's weekly
3. Inter Library Loan Materials are provided within three weeks from the date of application
4. Validate the date of implementation of the Information Skills Class within three working days
5. Ensure electronic library services in the website operate 24/7
6. Ensure the University archive material reference application is available within seven working days

## 1.9 Library Opening Hour

Tengku Anis Library is opened every Sunday to Thursday started from 8:30 am until 4:30 pm and on the Thursday the library is opened 8:30 am until 3:00 pm. Meanwhile, the library is closed on Friday to Saturday and also on public holiday.

Table 1.2 PTA Opening Hour

<b>DAY</b>	<b>TIME</b>
<b>Sunday - Wednesday</b>	8:30 am – 5:00 pm
<b>Thursday</b>	8:30 am – 3:30 pm
<b>Friday &amp; Saturday</b>	Closed

<b>DAY</b>	<b>TIME</b>
<b>Sunday - Wednesday</b>	8:30 am – 10:30 pm
<b>Thursday</b>	8:30 am – 6:15 pm
<b>Friday</b>	Closed
<b>Saturday</b>	8:30 am – 4:45 pm

## 1.10 Library Membership

For the membership in the library, it is open for all staff and students. All staff and student who registered with UiTM will automatically be the library's member. However, for part time and contract staff, it will change their status. Qualifying for borrowing library materials will depend on category of user. So, specific condition is designed for certain user.

## 1.11 Library Floor Plan

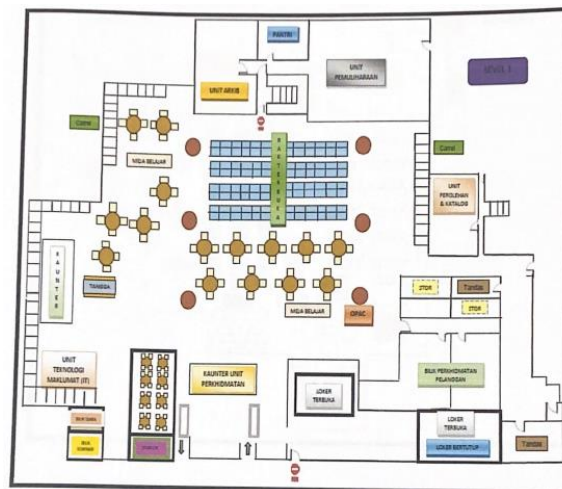


Figure 1.5 (a) Tengku Anis Library Floor Plan Level 1

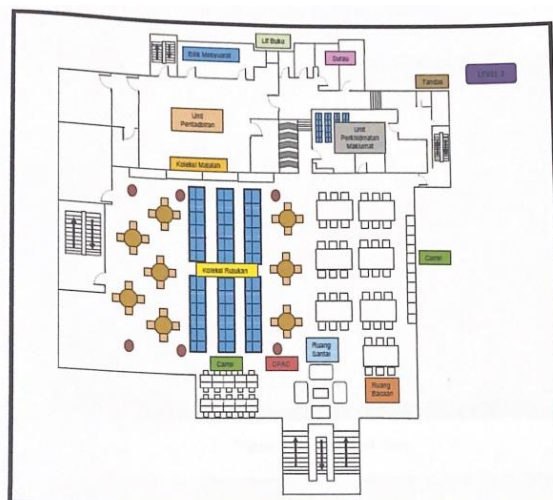


Figure 1.5 (b) Tengku Anis Library Floor Plan Level 2

## 1.12 Library Emergency Floor Plan

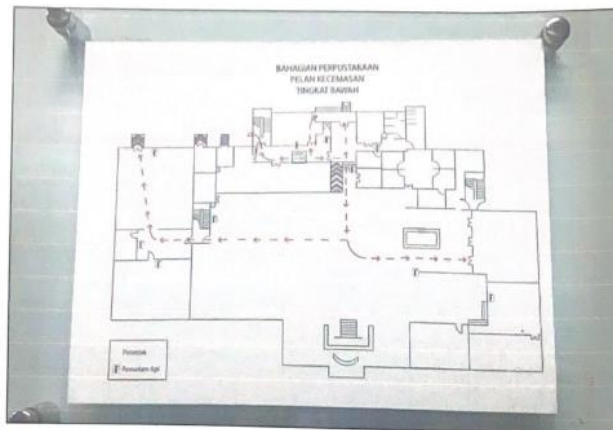


Figure 1.6 (a) Ground Floor

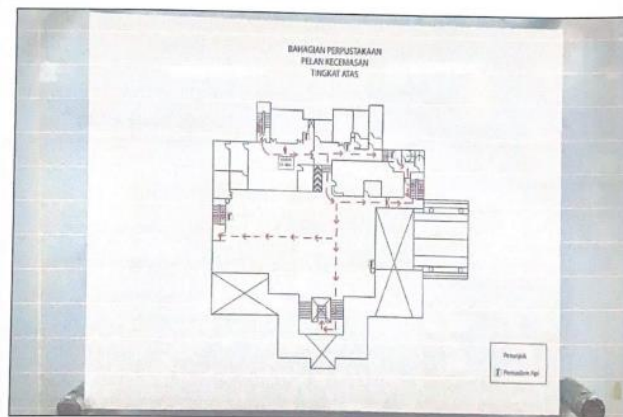


Figure 1.6 (b) Upper Floor

### 1.13 Contact Us

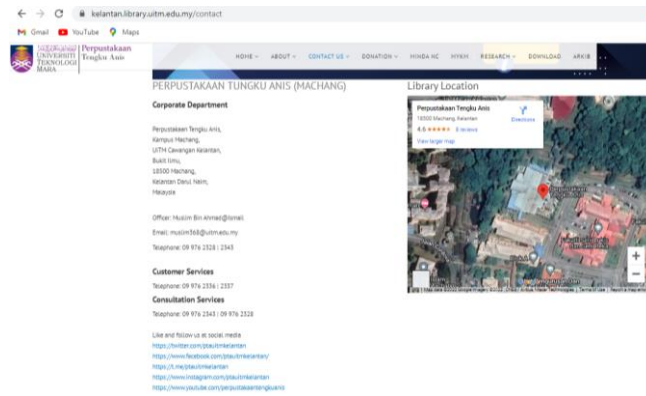


Figure 1.7 Library's contact information

### 1.14 PTA's Social Media

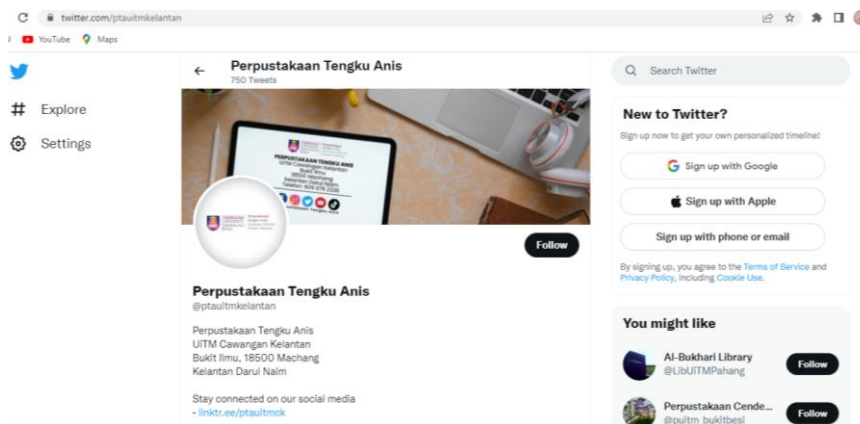


Figure 1.8 Twitter of PTA's

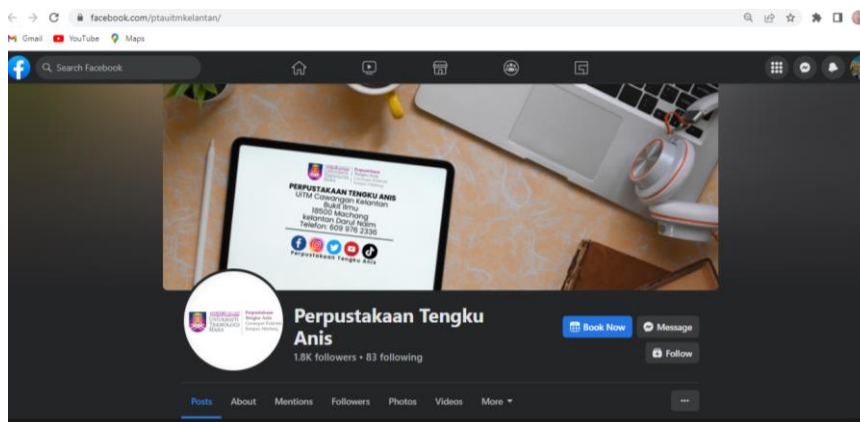


Figure 1.9 Official Facebook page of PTA's

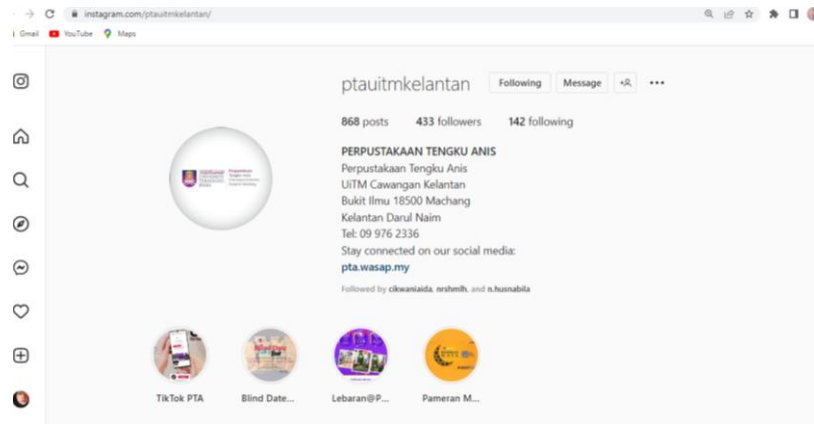


Figure 1.10 Official Instagram of PTA's

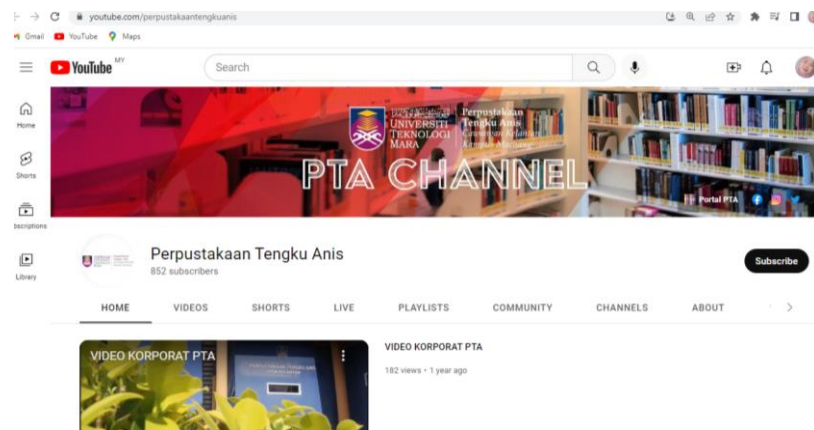


Figure 1.11 Official YouTube Channel of PTA's

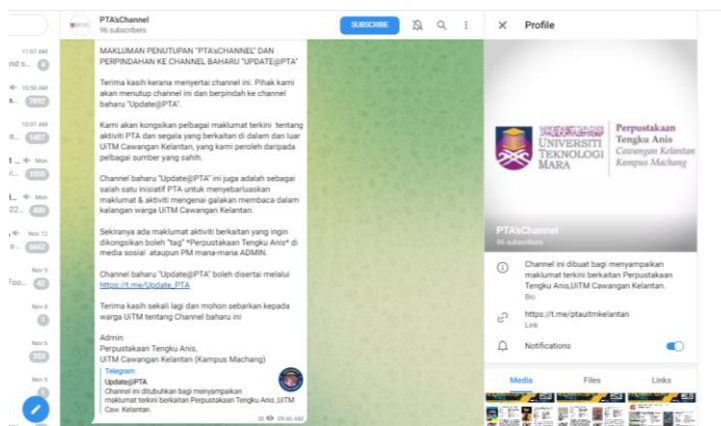


Figure 1.12 Official Telegram of PTA's



#### 1.14 Library Rules & Regulation

1. Users are always required to display ID cards
2. All bags are allowed but may be subject to inspection
3. Please refer to the zoning system
4. No outside food allowed
5. Taking out reference materials from library premises without permission is prohibited
6. Misuse of library property computers is not allowed
7. Tearing or damaging library books is strictly prohibited
8. Vandalism of library property is strictly prohibited
9. Users are not allowed to remove or change the arrangement of any furniture in the library
10. Seats in the library may not be reserved since they are limited
11. Wearing slippers is not permitted when entering the library
12. Helmets and caps are not allowed to be brought and worn in the library
13. Dating or sitting exclusively with your partner from a different gender is strictly prohibited
14. The library will not be held responsible for the loss of any personal belongings of the users
15. Short pants, leggings and sleeveless shirts are strictly prohibited inside the library

## Dress Code for UiTM Students

1. Students are required to display their matric card at all times when present in the vicinity of the university. The matric card must be worn and displayed at chest level
2. Students are expected to be clean, well-groomed and dressed in a manner appropriate to the Malaysian custom or norms
3. Students must maintain a professional's appearance by wearing collared shirt/ t-shirts, shoes, slacks or long skirts while attending classes and/or on official visits to faculties or administration building
4. Avoid wearing inappropriate clothing or footwear including:
  - a. Shorts skirts or boxer shorts
  - b. Round-neck T-shirt
  - c. Sleeveless shirts
  - d. Tight slacks or pants
  - e. Slippers or sandals
5. During any formal or Official university event, male students are required to wear long sleeved shirts, necktie, slacks (not jeans) and leather shoes or the complete national outfit. Female students are required to wear "baju kurung" or any appropriate suit such as long skirts or loose slacks
6. Female students are not allowed to wear veils in campus
7. For male students, hair must neatly trim and reasonable in length, and any form of freestyle hairdo is strictly prohibited
8. Tattoos are prohibited on any parts of the body



Figure 1.13 Dress code for male students



Figure 1.14 Dress code for female students

## 1.16 Facilities

### 1.16.1 Bilik Ixara : Bilik IT



Figure 1.15 Bilik Ixara: Bilik IT

- Location at Level 1 of Tengku Anis Library
- Equipment provided including 1 presentation computer, 28 participant's computer, 1 LCD projector and 1 whiteboard

### 1.16.2 Bilik Raflesia: Bilik Seminar

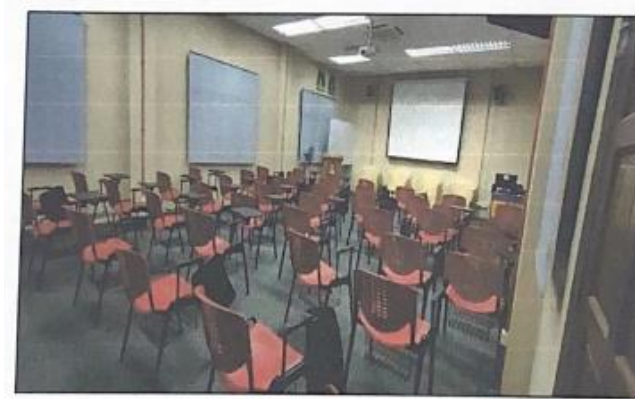


Figure 1.16 Bilik Raflesia: Bilik Seminar

- Location at Level 1 of Tengku Anis Library
- Equipment provided including 1 PC, 1 LCD projector, 1 LED TV, 1 rostrum, 1 whiteboard, 1 set VIP chair and 50 participant's chair

### 1.16.3 Space Area: Zone IT



Figure 1.17 Space Area: Zone IT

#### 1.16.4 Open Reading Areas: PTA Starcor



Figure 1.18 Open Reading Areas: PTA Starcor

#### 1.16.5 PTA Newspaper and Magazine Reading Space



Figure 1.19 PTA Newspaper and Magazine Reading Space at Level 1



Figure 1.20 PTA Newspaper and Magazine Reading Space at Level 2

### 1.16.6 PTA Administration Meeting Room



Figure 1.21 PTA Administration Meeting Room

### 1.16.7 Stand Alone Area



Figure 1.22 Stand Alone Area

### 1.16.8 Reading Space



Figure 1.23 Reading Space at Level 1

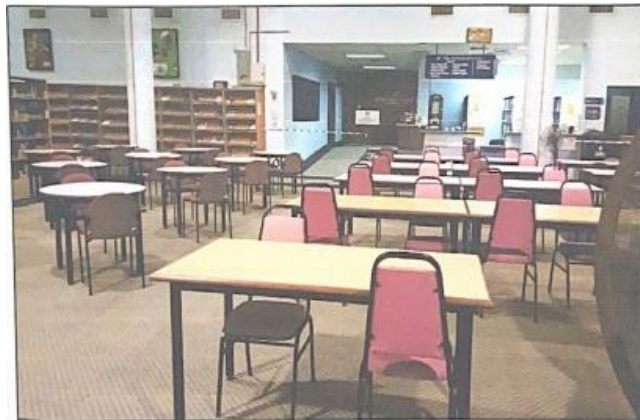


Figure 1.24 Reading Space at Level 2



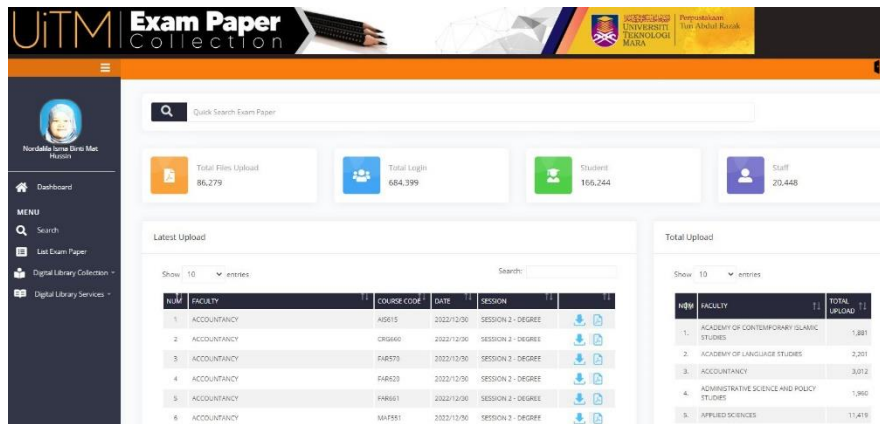


Figure 1.25 Poster of EQPS

### 1.17.8 Inter-library loan (ILL)

Inter-library loan (ILL) is an information-based service for libraries in Malaysia. This service allows customers to borrow original material or obtain copies of materials that are not available at the UiTM library. Users who are eligible for this service may request the materials needed through the PTAR library

### 1.18 Physical Collection

#### 1.18.1 Open Shelves Books

Only users that registered at the UiTM Kelantan Branch Library are allowed to borrow the materials. Library users are only allowed to borrow books with open shelf (OS) status only

### 1.16.9 Book Loan Shelves



Figure 1.26 Book Loan Shelves

### 1.16.10 PTA Main Counter



Figure 1.27 PTA Main Counter

Function of PTA's main counter:

1.16.10.1 Registration of membership

1.16.10.2 Termination of membership

1.16.10.3 Books Loan

1.16.10.4 Books Returner

1.16.10.5 Books Renewal

1.16.10.6 Books Reservation

1.16.10.7 Payment

1.16.10.8 Inquiries, complaint or suggestion

### 1.16.11 PTA Internet Counter



Figure 1.28 PTA's Internet Counter

#### Function of PTA's Internet Counter

1.16.11.1 Scanning

1.16.11.2 Photocopying

1.16.11.3 Internet Zone

### 1.16.12 Information Services Unit Counter



Figure 1.29 Information Services Unit Counter

Students can come to the Information Services Unit Counter to borrow reference materials. Then, students need to fill out the Form to take out the material at the Information Services Unit and leave their student matrix card.

## 1.17 Services

### 1.17.1 Reference Desk



Figure 1.30 Reference Desk

Function of reference desk:

- Library information reference consultation with libraries
- Research reference services
- Hands on UiTM database
- Frequently asked question of library information
- Guidance of Mendeley or Endnote software settings
- Eikon DataStream and Lexis Nexis data search support services
- Journal impact metrics (Scopus and Web of Science)

### 1.17.2 Online Public Access Catalog (OPAC)

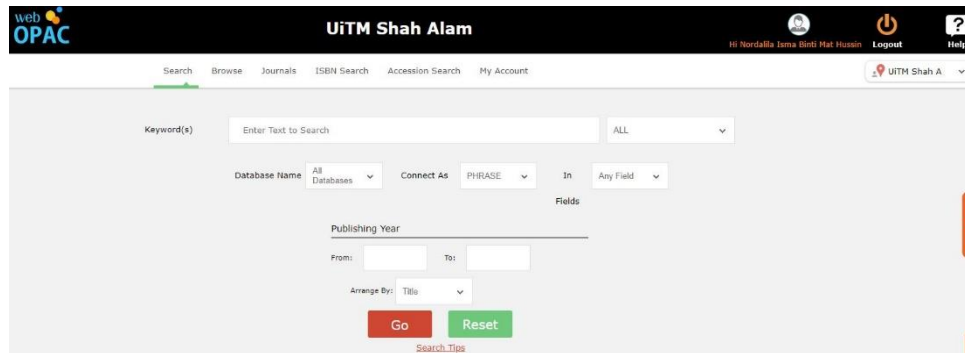


Figure 1.31 Online Public Access Catalog

Online Public Access Catalog (OPAC) is a UiTM library's catalog for books, articles, media and more. Library's patron can search the bibliographic database and find specific information online. The search facility also appraises the user about the availability of each item for circulation, including current status of individual copies of a title and reserve status. It also shows titles on order displaying current status in acquisition.

### 1.17.3 My Knowledge Management (MyKM)

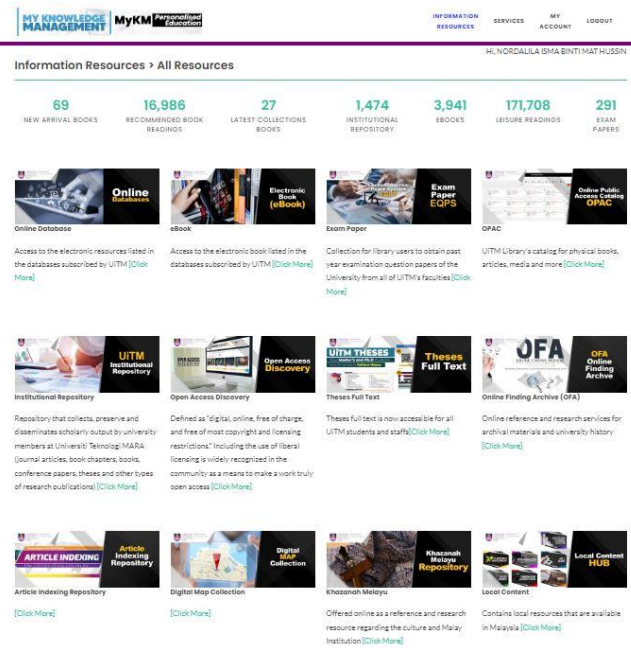


Figure 1.32 My Knowledge Management (MyKM)

UiTM Library has developed MyKnowledge Management (MyKM) system by collecting, managing and spreading knowledge information based on the reference materials produced by the authors and researchers from UiTM, as well as the whole world



#### 1.17.4 Google Scholar



Figure 1.33 Google Scholar

Google Scholar is a freely accessible web search engine that indexes the full text or metadata of scholarly literature across an array of publishing formats and disciplines. It is noted for quickly surfacing highly cited peer-reviewed articles, as well as abstracts, books, case law and patents, conference papers, dissertations and theses, preprints, reports and webpages of a scholarly nature. In addition, connecting Google Scholar to your UiTM Library access is a good way to make sure you get access to articles that UiTM Library subscribes to.

### 1.17.5 Chat with Librarian



Figure 1.34 Chat with Librarian

If the users have any inquiries or need assistance, they can chat with the librarian on duty. This live chat reference service allows users to ask questions in real time. This service is available the following days and times:

**Sunday – Thursday: 8:30 am – 5:00 pm (During Semester)**

**Friday – Saturday (Closed)**

### 1.17.6 Mobile Apps PTA

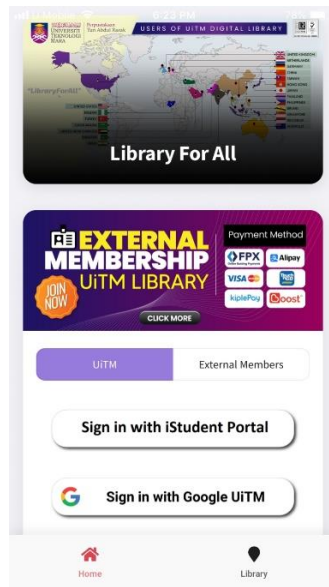


Figure 1.35 Poster of Mobile App

PTA Mobile Apps is an app dedicated to students and staff for library operations that can be generated online and can be accessed anywhere. Users only need to enter the student or staff number to enter these apps. Many advantages such as lending and returning books online can be carried out. In addition, other activities such as booking seminar rooms, IT rooms and discussion rooms can also be done in this system. For the students, EQPS is also provided which allows them to download the exam questions of the last semester.

### 1.17.7 Electronic Questions Paper System

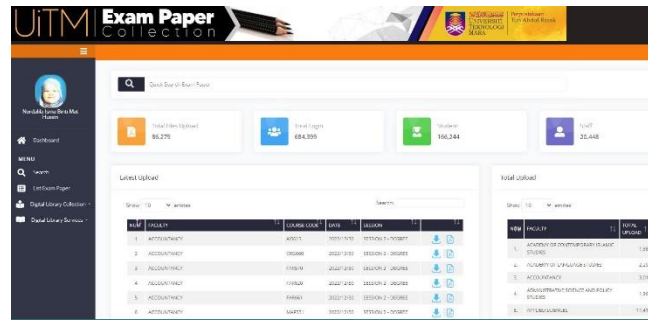


Figure 1.36 Display screen for EQPS

Electronic Question Paper System (EQPS) is an important resource for library users to obtain past year examination question papers of the university from all of UiTM's faculties. This system can be accessed by the entire UiTM community and among students in UiTM'S associated colleges.

## 1.18.1 Collection of References Materials

### 1.18.1.1 Books collection of references materials

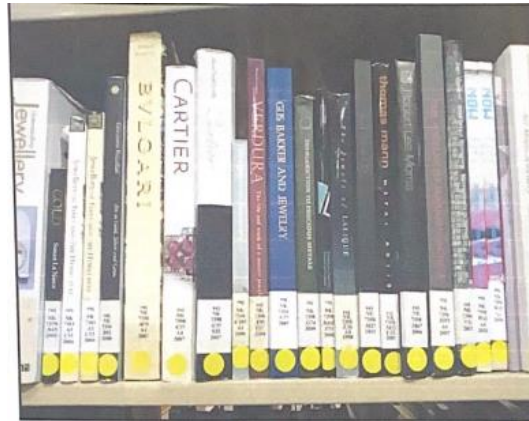


Figure 1.37 Collection of reference materials

### 1.18.1.2 Annual report

### 1.18.1.3 Student project

### 1.18.1.4 Paperwork/ seminars/ conferences

### 1.18.1.5 Newspaper cutting

### 1.18.1.6 Thesis

### 1.18.1.7 Question paper

### 1.18.1.8 Journals

#### 1.18.1.8.1 ELT Journal

#### 1.18.1.8.2 Business Credit

#### 1.18.1.8.3 Malaysian legal journal

#### 1.18.1.8.4 Credit Management

#### 1.18.1.8.5 Financial Management

#### 1.18.1.8.6 Journal of Accountancy

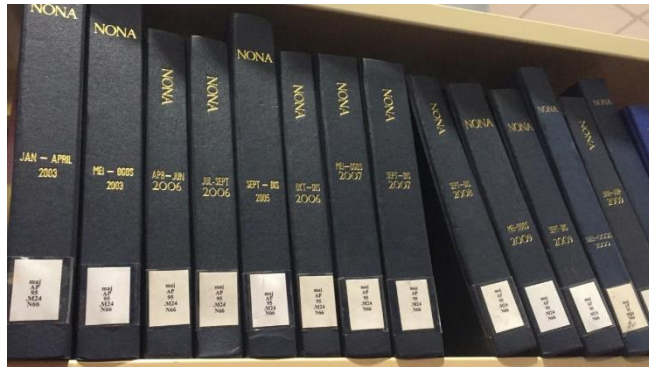


Figure 1.38 Collection of Journals

#### 1.18.1.9 Popular Magazines



1.18.1.9.1 Dewan Bahasa

1.18.1.9.2 Kosmik

1.18.1.9.3 Dewan Masyarakat

1.18.1.9.4 Dewan Ekonomi

1.18.1.9.5 Dewan Siswa

1.18.1.9.6 Pengantin

1.18.1.9.7 Reader's Digest

### Reference Material Borrowing Procedures:

- Students can borrow reference materials (limited to 3 copies only) for each loan for a period of 2 hours
- Students need to refill out the Form to take out the material at the Information Services Unit Counter and leaves the student matrix card
- Students are only allowed to make photocopies of the borrowed references materials
- For academic staff or non- academic staff, users are allowed to borrow materials (limited to 3 copies) within 3 working days
- Academic staff or non- academic staff must fill in the Form provided at the Information Services Unit Counter and obtain the permission of the Senior Librarian or Deputy Chief of Librarian before bringing back the loan materials

### 1.19 Digital Collection

#### 1.19.1 Online Database

#### 1.19.2 Local Content Hub

#### 1.19.3 E-book

#### 1.19.4 Journal

#### 1.19.5 Institutional Repository

All these digital collections can be access through the official website of Tengku Anis Library (PTA)

# **CHAPTER 2: ORGANIZATION INFORMATION**



## 2.1 Departmental Structure and Department Function

### 2.1.1 Departmental Structure of Organizational Administration Unit & Strategic Planning and Quality

#### **Organizational Administration Unit**

2.1.1.1 Planning and managing library administration matters

2.1.1.2 Planning and managing organizational development (library organizational structure)

2.1.1.3 Planning human resource development

2.1.1.4 Managing and monitoring the achievement of KPI performance, PS initiative projects and allocation expenses

#### Governance:

1. Managing the governance of the library
2. Conducting an assessment to the implementation of Governance in PTA
3. Managing the appointment of Committee Members in the Library
4. Managing the application of the Chief Librarian Circular and the University Circular letter
5. Managing PTA's meetings and send reports to PTAR

#### Training:

1. Planning, coordinating and implementing staff training programs
2. Designing, providing training modules and workshops to train staff (Master Trainer/ Training of Trainer)
3. Managing staff competency assessment / Training Need Analysis (TNA)
4. Managing industrial training and attachment programs
5. Providing training budget requirements

#### Human Resources:

1. Managing library staff data and information
2. Managing staff services and facilities
3. Managing and supervising staff attendance
4. Managing staff duty schedules
5. Managing the delivery of materials (collections) to the library inside and outside UiTM
6. Managing the departmental / division records and files

#### Financial:

1. Managing the management allocation and “Tabung Amanah” of the library
2. Managing the supply of work services
3. Managing mobile assets and asset verification control, inventory
4. Managing stores and disposal
5. Manage library rental items, library’s “Tabung Sumbangan Kemudahan” and endorsement.
6. Managing library expenses

#### Facilities:

1. Fulfilling the implementation of development projects and upgrades
2. Monitoring the library infrastructure
3. Managing the technical assessments and specifications

## **Strategic Planning & Quality**

2.1.1.5 Planning the strategic development of the library

2.1.1.6 Planning and coordinating the implementation of library data and information collection (EIS) activities

2.1.1.7 Managing and coordinating the library's strategic action plan Quality:

1. Managing library and university quality systems
2. Coordinating and conducting audit of work processes audits in the library
3. Planning and conducting audit of work processes in the library
4. Conducting performance audits to determine the efficiency and effectiveness as well as the achievement of library objectives / programs/ activities

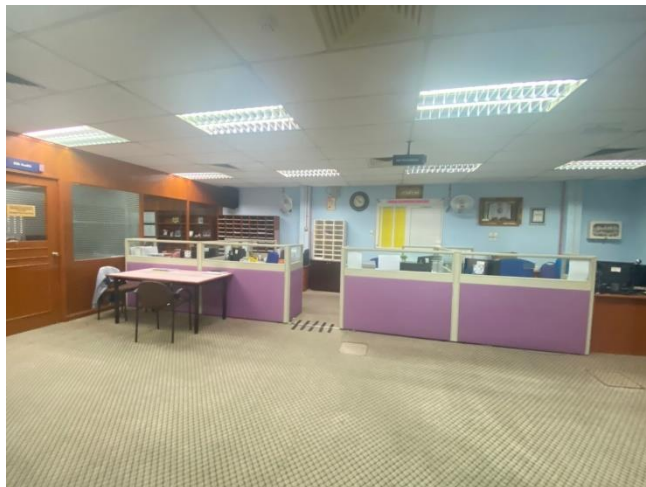


Figure 2.1 Departmental Structure of Organizational Administration

Unit & Strategic Planning and Quality

## 2.1.2 Departmental Structure of Digital Library & University Archives –alina

### **Archive and Manuscript Unit**

2.1.2.1 Planning the implementation and achievement of KPIs

2.1.2.2 Planning the acquisition of archival materials

2.1.2.3 Conducting a review of archival material collection

#### Acquisition:

1. Managing the development and maintenance of archival collections
2. Managing digital archives (AMS)
3. Managing audio visual archive material

#### Research & Documentation

1. Managing UiTMCK history binding program
2. Managing the documentation of UiTM figures, especially UiTMCK
3. Managing historical publication material information

#### University Records:

1. Managing physical and electronic records
2. Managing the disposal of university records
3. Managing the appointment of Records Officers
4. Managing the record audits

## Conservation Unit

2.1.2.4 Managing the preservation of physical records and library materials

2.1.2.5 Managing the binding work

2.1.2.6 Managing the volume equipment maintenance

2.1.2.7



Figure 2.2 Departmental Structure of Digital Library & University

Archives

### 2.1.3 Departmental of Digital Service and Corporate Communication

#### **Corporate Communication unit**

2.1.3.1 Managing the preparation of library promotional materials such as brochures, pamphlets and others

2.1.3.2 Managing the writing, publication and printing of official library materials

#### Digital Application & Open-Source Education Unit

1. Managing KPI analysis, Client Charter and Library Quality Objectives
2. Planning and managing the acquisition of Library ICT
3. Planning and monitoring library information systems, digital applications, and web libraries
4. Planning infra and ICT services

#### Library Information System:

1. Managing library systems – WILS
2. Managing the security of PTA ICT system and equipment
3. Managing the integration of the university system
4. Managing the Library Online System

#### Web & Digital Learning

1. Managing library websites
2. Managing digital document portals

#### Digital Content Sources:

Manage the digitization of institutional repository materials

### Corporate Relations:

4. Strategic network with internal and external libraries
5. Coordinating briefings, visits from outside the PTA
6. Coordinating library customer complaints and feedback
7. Managing media coverage and press conferences

### Marketing & Publicity:

3. Planning PTA programs and marketing
4. Implement marketing of library information through mass media, printed and video publications, official portals and official library social media
5. Managing the affairs of the Library Liaison Officer (PPP) and the Faculty Liaison Officer
6. Managing PTA major exhibitions

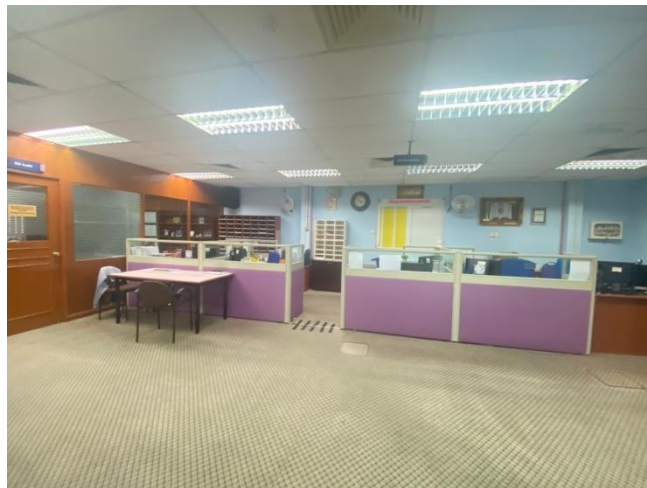


Figure 2.3 Departmental of Digital Service and Corporate

## Communication

### 2.1.4 Departmental Structure of Library Services – muslim

#### **Customer Service Unit**

2.1.4.1 Planning the implementation of customer service and collection

2.1.4.2 Managing KPI analysis, Client Charter, and Library Quality Objectives

2.1.4.3 Planning the customer service promotion and collection plans

2.1.4.4 Planning the development of space and library service facilities

#### Customer Relations:

1. Managing the customer service counters
2. Managing the collection of library fines
3. Managing customer relationship (CRM-Customer Relationship Management)
4. Managing the publication supply services and Book Delivery Service

#### Collection Management:

1. Managing the library new materials
2. Managing the general collection and special collection of University Intellectual Property Materials
3. Managing the library collection maintenance (transfer and alignment of materials)
4. Carrying out stock-taking work) Research, Learning, & Reference Unit



2.1.4.5 Planning and managing the research and administration skills program

2.1.4.6 Planning and conducting research for improvement for library services

2.1.4.7 Managing the development of information literacy modules references:

1. Managing referral services physically and online (Chat with Librarian)
2. Managing the 'Selection Dissemination information' (SDI) services
3. Managing information retrieval services
4. Coordinating and updating social media sections (Facebook, Blog, Twitter and YouTube)
5. Coordinating the development of e-Library Guiders

Research Support:

1. Coordinating the validation of publication records in PRISma, MyCite and MyJurnal)
2. Conducting research support consulting services (citation, h-index, impact factors)
3. Managing indexed journal reviews
4. Conducting research support coaching programs with publishers
5. Coordinating free / paid courses related to research services

Information Literacy:

1. Managing information literacy programs
2. Managing "Distance Learning" services
3. Conducting walk-in or scheduled tutoring
4. Managing printed map and digital map services
5. Managing information literacy promotion activities



Figure 2.4 Departmental Structure of Library Services

## 2.1.5 Departmental Structure of Library Planning & Development - del

2.1.5.1 Planning and coordinating the development needs of printed resources

2.1.5.2 Managing and monitoring the performance of the expenditure allocation for the purchase of printed materials

2.1.5.3 Managing the indexing of library materials

### Materials order:

1. Managing the process of purchasing printed materials (books / magazines / journals)
2. Managing the cataloguing and classification of materials

### Gifts & Exchanges

1. Managing gift and exchange materials from agencies / organizations within and outside UiTM
2. Intellectual property management (surrender policy management)

### Materials balance & disposal

8. Managing the balance and ownership of library materials
9. Managing the assessment of the disposal of academic materials resources
10. Managing the syllabus materials information

## Electronic Source Unit

2.2.2.4 Coordinating the electronic resource development needs

2.2.2.5 Managing the purchase proposal and subscription of electronic materials

### Database & eBooks

7. Planning and managing database training subscribed with suppliers or publishers
8. Ensuring that every proposal for the purchase and subscription of electronic materials received is acted upon and forwarded to PTAR



Figure 2.5 Departmental Structure of Library Planning & Development

# **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### 3.1 TRAINING ACTIVITIES

#### 3.1.1 CUSTOMER SERVICE UNIT

##### a) Circulation of Library Materials to the Users

Circulation Process:

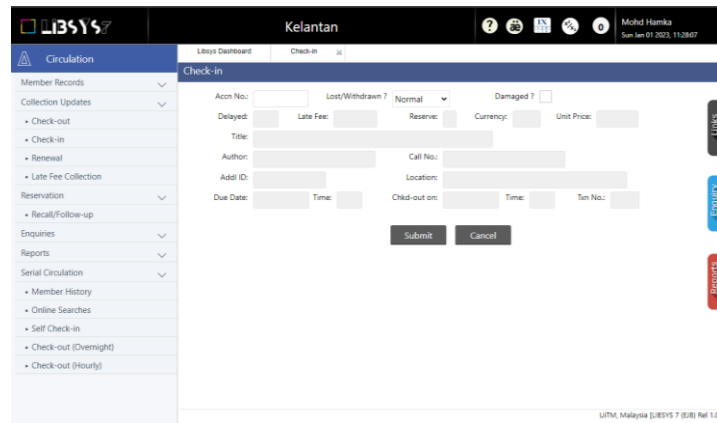


Figure3.1.1: Check-in books (return)

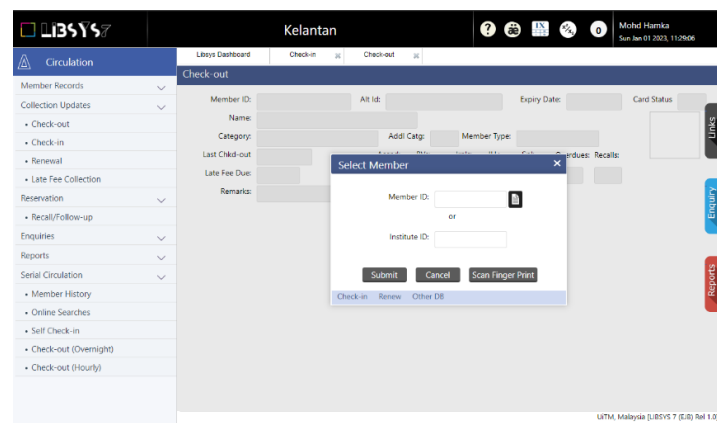


Figure3.1.1.2: Check-out book (lend)

#### PTA Main Counter for Circulation



Figure 3.1.1.3: Main counter of PTA in front main door.

### Book Check-out Counter (Lend Books)



Figure 3.1.1.4: Check-out book counter

### Book Check-in Counter (Return Books)



Figure 3.1.1.5: Check-in books counter

### Security with RFID Tags:

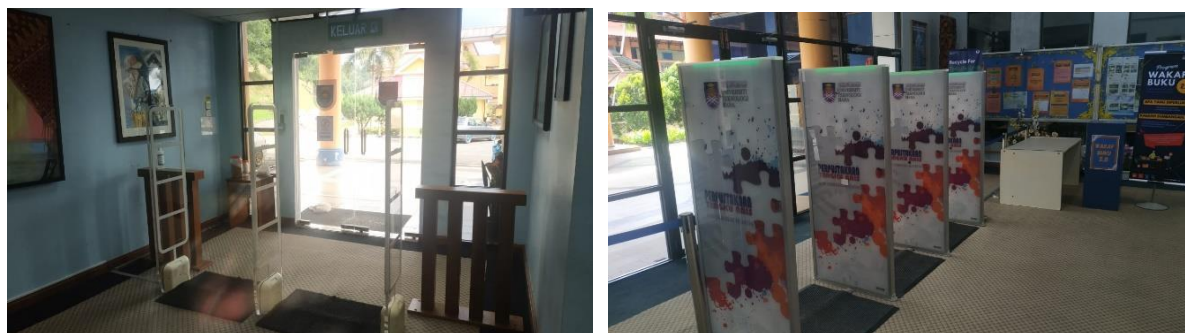


Figure3.1.1.6: RFID gates to detects books if taken outside without check-out/permission

## b) Late Fee Collection – Payment Process

- Payment: Cashless, using Paywave Credit Card Machine/ Online banking

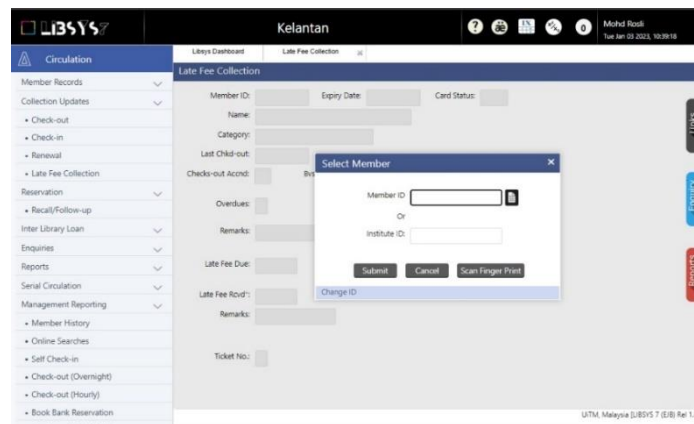


Figure 3.1.1.7: Late fee collection on WLS system (Insert member student/staff ID number)

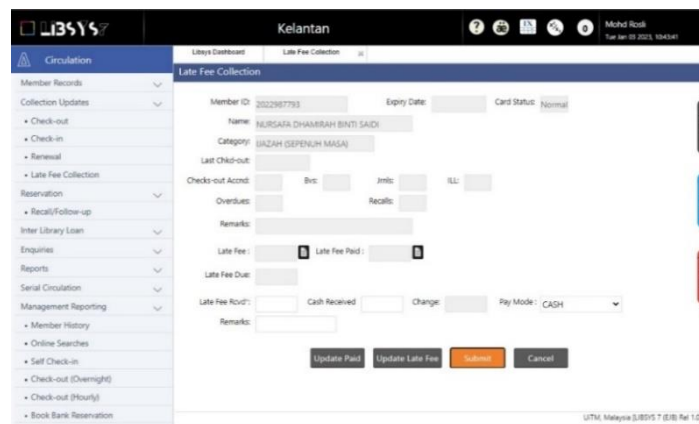


Figure 3.1.1.8: Check the late fee status of a user

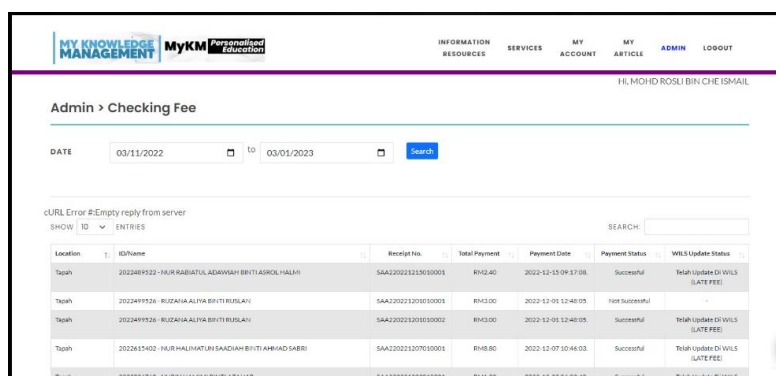


Figure 3.1.1.9: Checking payment status by admin on MyKM website



### c) Printing Service Payment Process

Price for printing service:

1-page print = RM 0.10

2-page print = RM 0.20

Payment: Cashless, using Pay Wave Credit Card Machine/ Online banking

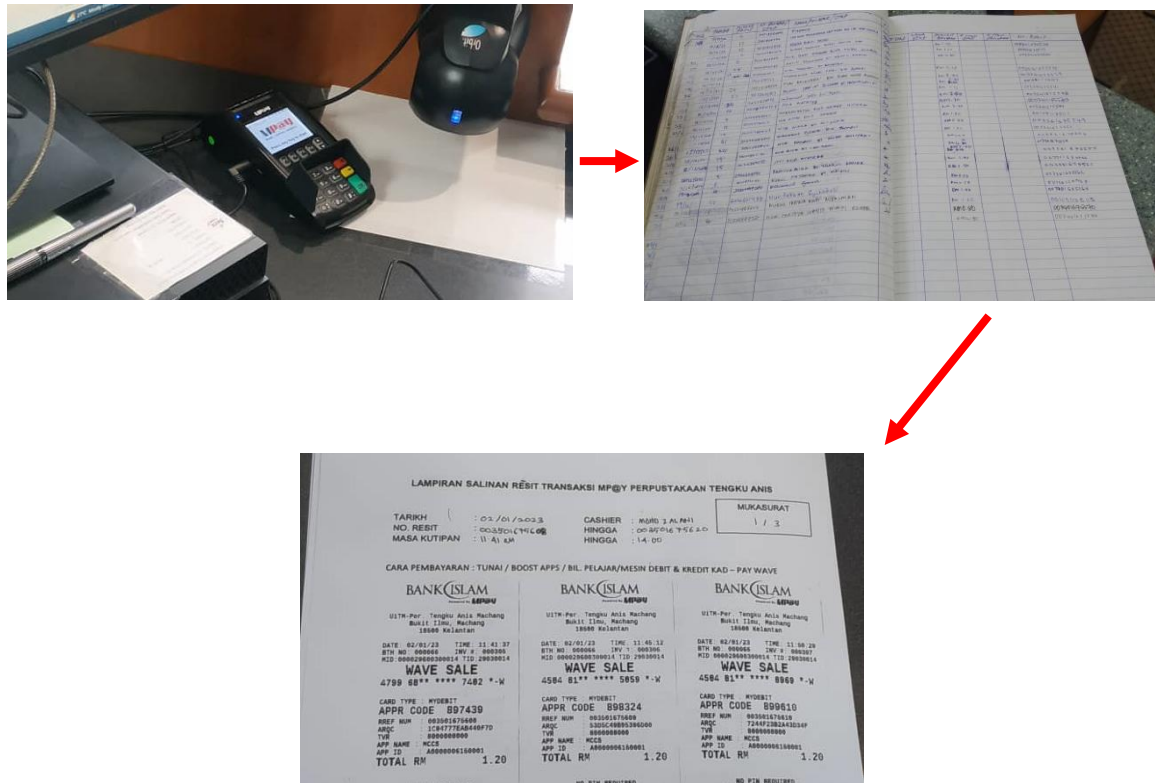


Figure 3.1.1.10: Payment using Pay wave, record the transaction on the records book, paste the receipt on the paper to be sent to UiTMCK Treasury Unit and Photostat the receipts to keep within PTA organisation.

### **3.1.1.1 Additional Task:**

#### a) Sticking RFID strips to books without RFID security (Old books)

The process of sticking RFID strip is one initiative to update the security of the book, which can protect the books from going outside without permission. The RFID strips are from WISERF company, which are the innovative RFID technology that specialized in library security system projects.

WISERF Systems bring a fresh and innovative approach to library system development, acting as an in-between for end-users and the technology proposed. Their goal is to exceed the expectations of every client by offering outstanding customer service, increased flexibility, and greater value, thus optimizing system functionality and improving operation efficiency. The process of RFID strips begun by sticking RFID strips from WISERF into the book, with hiddenly at the centre of the book spine, which inside the books. Once RFID strips are pasted, then register the book RFID tagging on the WISERF device by typing the accession number on the software, lastly the alarm with sound at RFID gates will be turn on, then alert the staff at the counter if the books are about to bring out without permission.

In an RFID System there are 3 basic things viz. A Tag, A Reader & middleware/software. A Tag is the one that is going to be attached to the library books. Attach means peel of the adhesive label based tag and stick it on the book. On all the books that you want to manage. A Reader is used to get the information from the tag. Every tag has a Unique ID # called as UID. This will be obtained from the tag by the RFID Reader to identify the book that it has been pasted to. A software needs to be developed to map the tags on books with the system. The entire collection of book has to be tagged and mapped to this software. Thus the entire book management becomes so easy without ledger maintenance.

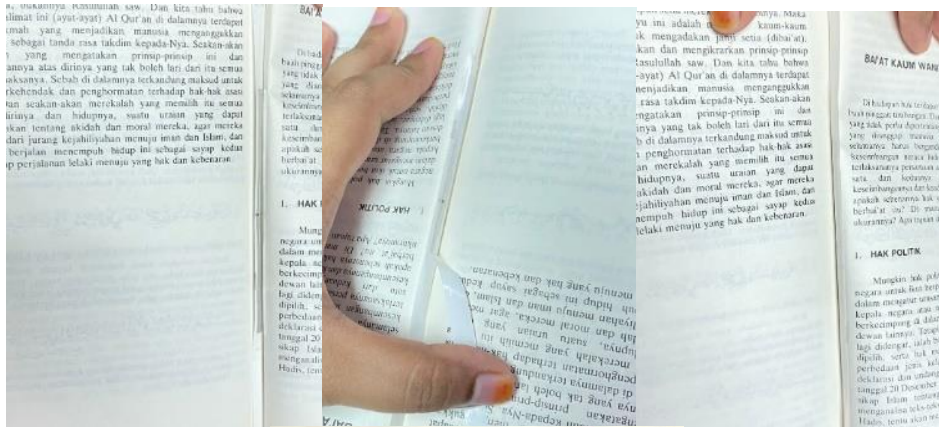


Figure3.1.1.11: RFID tagging process

### 3.1.2 ARCHIVAL UNIT

#### a) Archival Process of Records Received

The process of archival of the records are shown at the figure below:

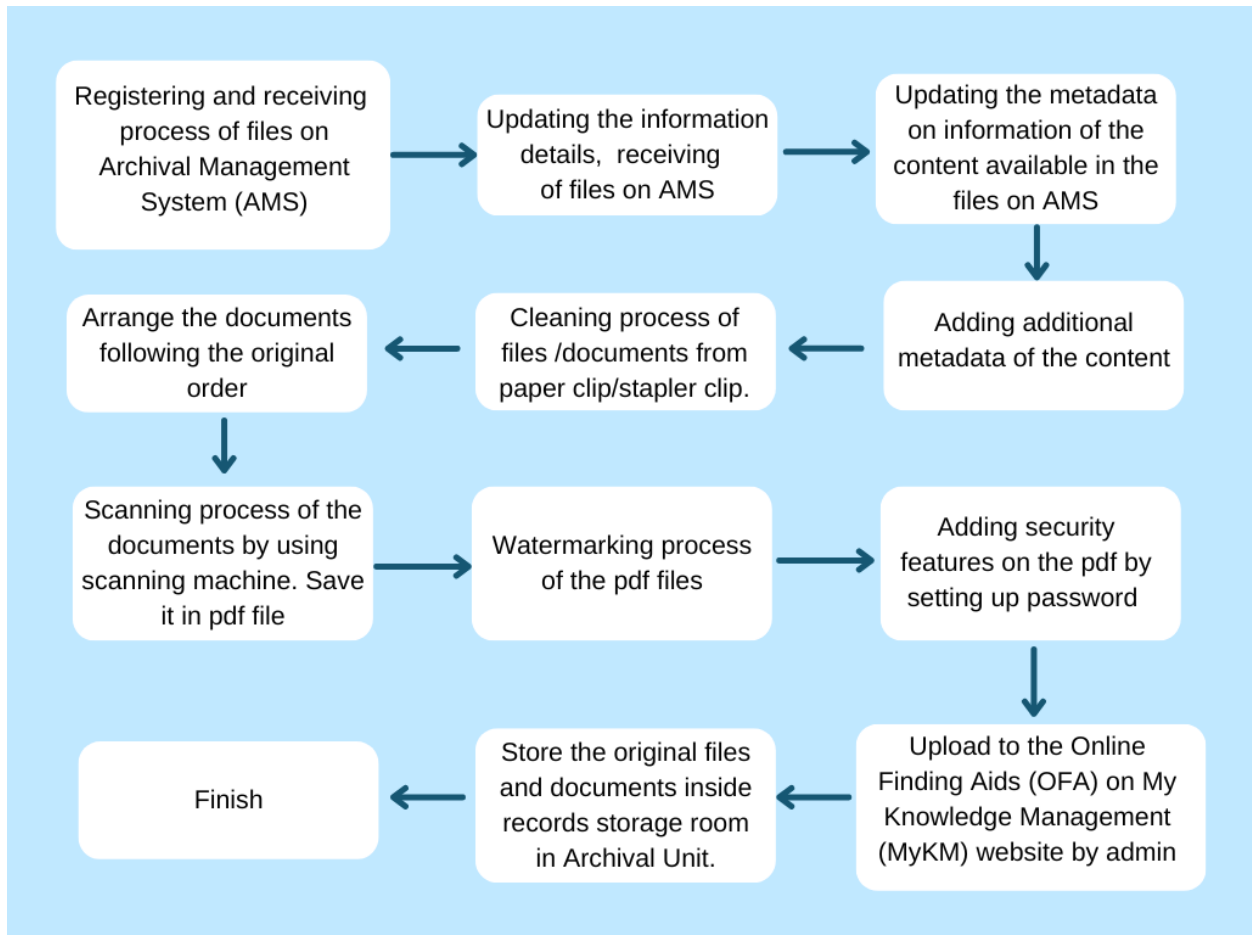


Figure 3.1.2.1: Records archival process

The process of records archival are shown in the figure below:

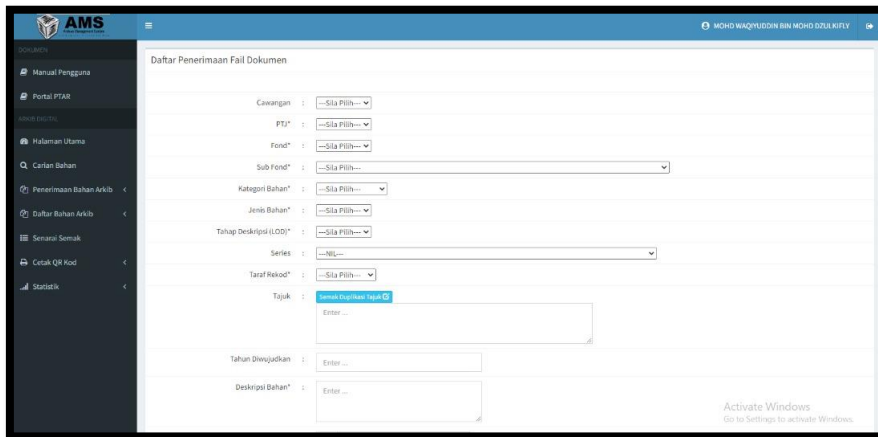


Figure 3.1.2.2: Registering and receiving process of document files on AMS

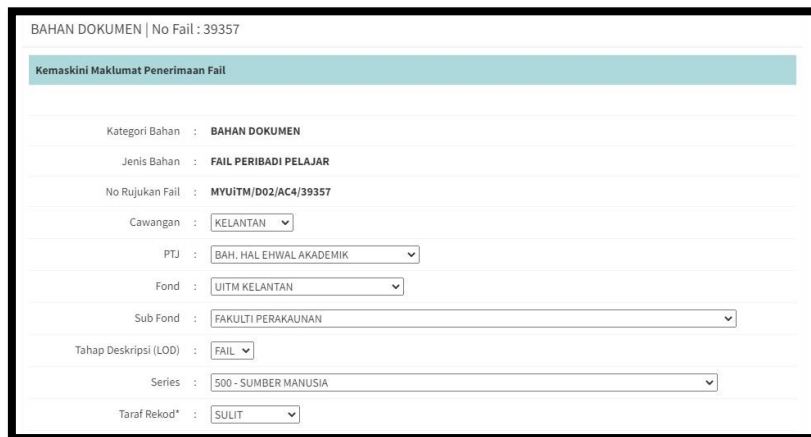


Figure 3.1.2.3: Updating the information of file received

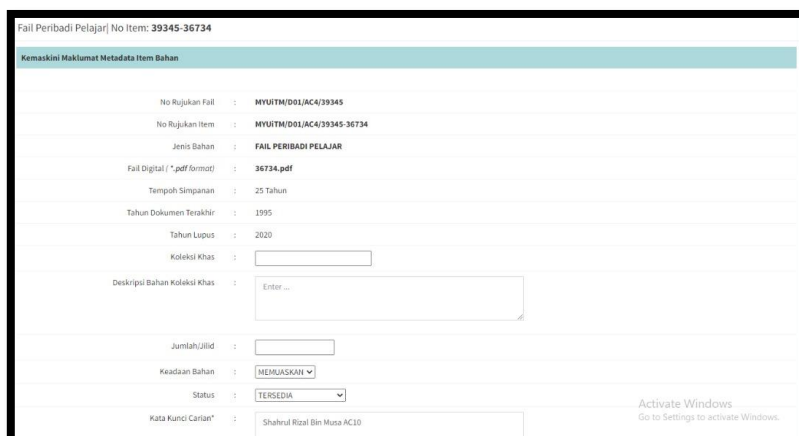


Figure 3.1.2.4: Updating metadata information of file

**Metadata Tambahan**

Nama Pelajar :	Shahrul Rizal Bin Musa
No Pelajar :	94672292
No Kad Pengenal Baru :	A339428 Tanpa -
No Kad Pengenal Lama :	tebarkan sekiranya tidak
Kod Kursus :	AC10
Tahun Kemasukan :	1994
Status Pelajar* :	Diberhentikan/Digugurkan Tazaf
Senarai Lampiran :	<input checked="" type="checkbox"/> Surat Tawaran <input checked="" type="checkbox"/> Slip Peperiksaan <input type="checkbox"/> Transkrip <input checked="" type="checkbox"/> Borang Maklumat Pelajar <input type="checkbox"/> Borang Berhenti <input checked="" type="checkbox"/> Surat Permohonan Lintak Memasuki ITM <input type="checkbox"/> Slip Tawaran Memasuki ITM <input type="checkbox"/> Slip Kad Pelajar ITM <input type="checkbox"/> Surat Arahkan Berhenti Menurut Dari ITM <input type="checkbox"/> Borang Permohonan ke Kursus di ITM / UTM

Activate Windows  
Go to Settings to activate Windows.

Figure3.1.2.5: Adding additional metadata on content available

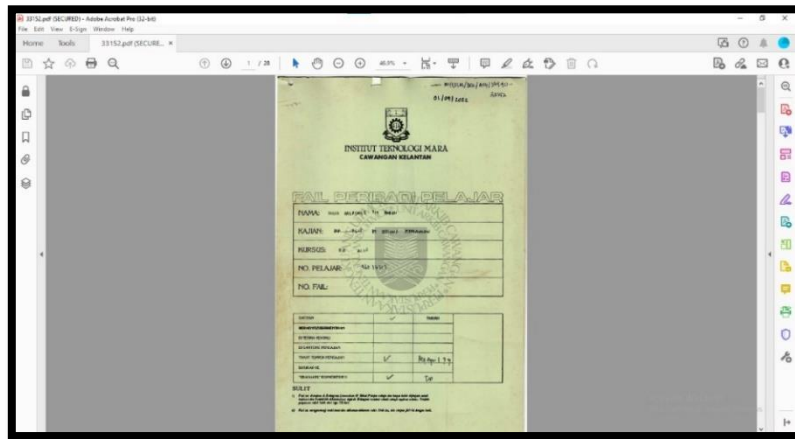


Figure 3.1.2.6: Watermarking process by using Archival Unit UiTMCK logo

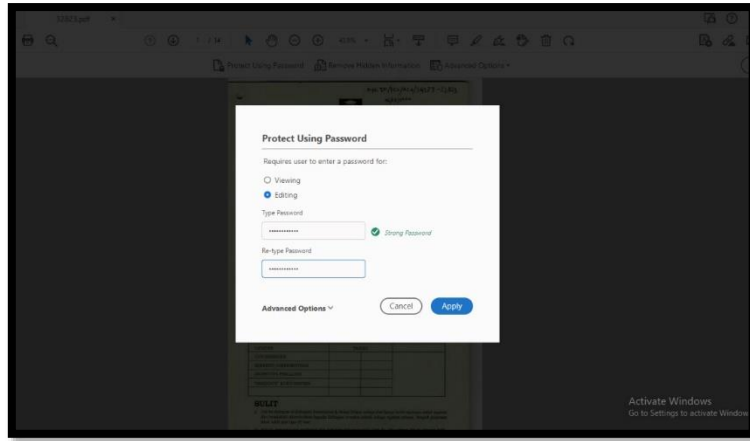


Figure 3.1.2.7: Securing the pdf files by setting up password, which avoid editing by unauthorised users

### 3.1.3.1 Additional Task

#### a) Making a new book

I was in the volume unit with Mr. Zul. He asked me to try to make a new book in 2 days. He is the one who taught me to sew the edges of the book, glue the book, stamp the writing on the front of the book until the final process, which is to glue the book that is still wet with glue. Finally, the book was presented to me.

The way of create a new book:

- Stack Your Paper Neatly in (at Least 4) Piles of 8 Sheets
- Fold Each Stack in Half
- Unfold the Paper and Turn Over
- Staple the Pages Together
- Trim the Bound Folios
- Mark and Cut Out the Cover Boards
- Make the Book Spine
- Glue the Cover Board and Spine in Place
- Finish the Edges of the Cover
- Glue the Paper into the Covers
- Cut Out Your Lining Paper



Figure 3.1.2.8: the process of making the new book



### 3.1.3 PLANNING & DEVELOPMENT OF LIBRARY RESOURCE UNIT/ CATALOGING UNIT

#### a) Acquisition of Printed Materials (Printed Books)

The **process of acquisition** of printed materials is shown in the figure below:

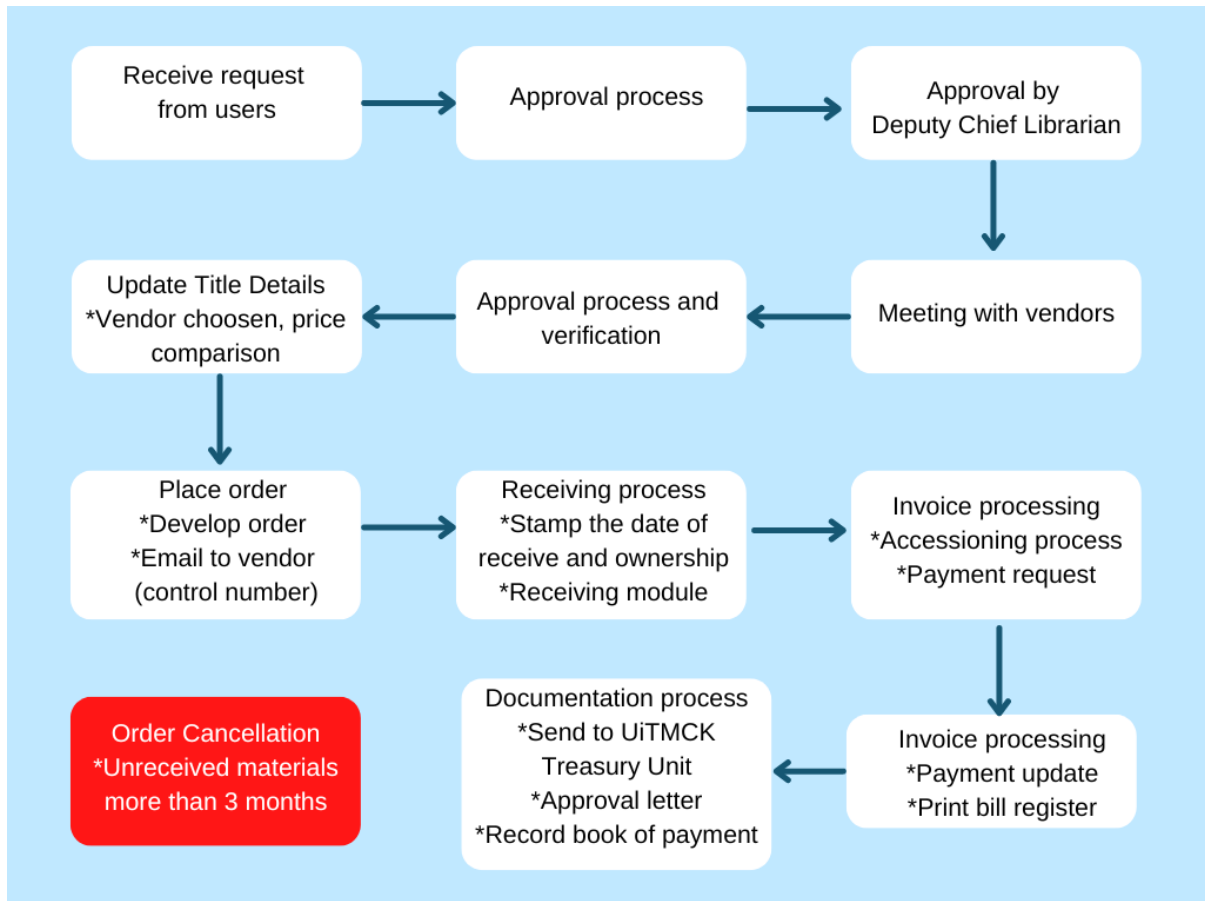


Figure 3.1.2.9: Flow chart for acquisition process of printed materials

## b) Cataloguing Process

As for **cataloguing process** of newly arrived printed books, the Perpustakaan Tengku Anis used Library of Congress Classification (LCC) to classify all the books. The LCC classification are being used in another academic library as well, and Dewey Decimal Classification (DDC) are not used by this academic library. DDC classification are being used in other type of library, such as public library, school library, etc.

To make the cataloguing and classification process become more aligned and systematic, PTA used computerized cataloguing system such as **Web-based Integrated Library System (WILS)** also known as **Libsys7**, to smoothen processes like cataloguing and other functions as well like acquisition and circulation of the books.

**LIBSYS Limited** offers a wide range of solutions that include ERP for Academic Retailing, E-Commerce Institutes, Omnichannel Framework, Library Management Systems, CRM and RFID based area of Assets Management, applications in Inventory Management, File Tracking System. Their passion for continuous growth is reflected in R&D efforts which have led to the incorporation of latest technology, features and globally accepted standards in all applications (Libsys.co.in, 2023)



Figure : Logo of Libsys



Figure 3.1.2.10: Logo of Libsys7

The interface of WILS/Libsys7 system is shown by the figure below:

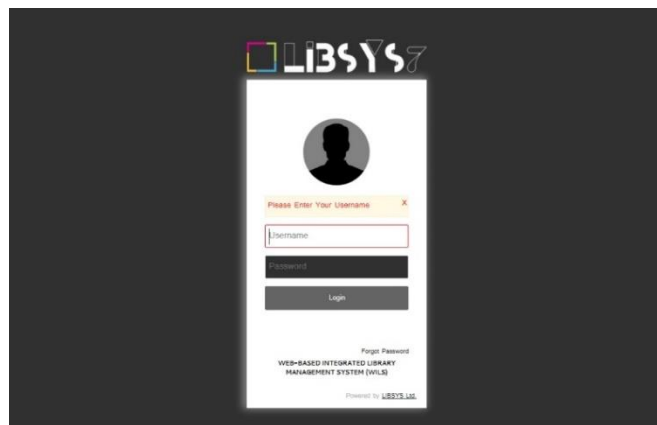


Figure 3.1.2.11: Login for staff only

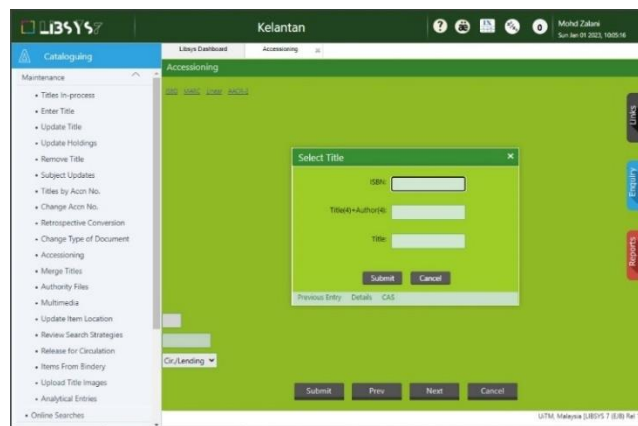


Figure 3.1.2.12: Libsys7 interface for computerized cataloguing process (Selecting book)

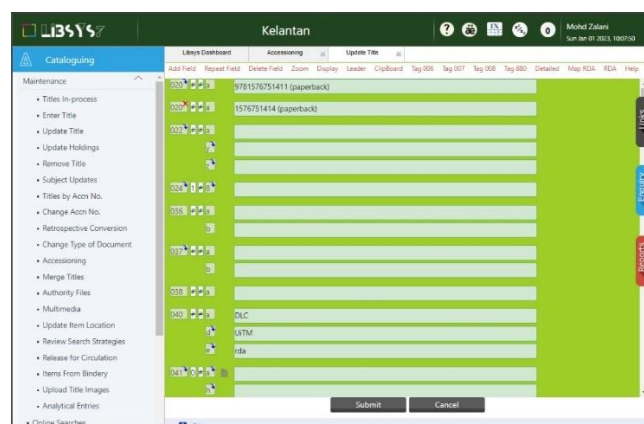


Figure 3.1.2.13: Libsys7 interface for computerized cataloguing process (Tagging to be filled)

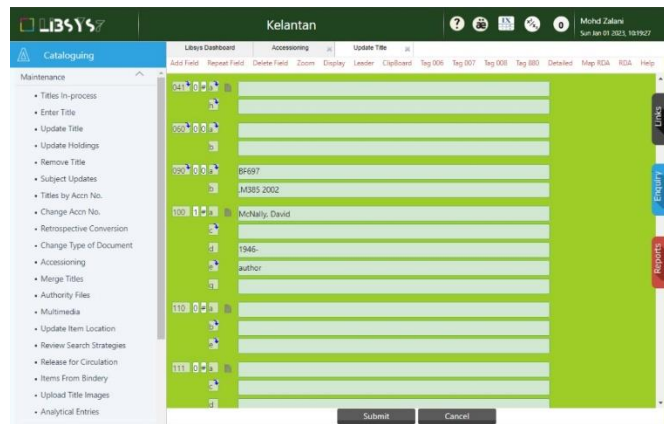


Figure 3.1.2.14: Libsys7 interface for computerized cataloguing process (Tagging to be filled)

Resource Description and Access (RDA) are used as content standard for resource description of the printed books at PTA for computerized cataloguing in the Libsys7 system, which replace the old content standard like Anglo-American Cataloguing Rules (AACR2). RDA is more **user friendly** and more **understandable** by the users when accessing Online Public Access Catalogue (OPAC) system, which is the description of the materials are in full sentences and not using short forms like old AACR2 descriptions.

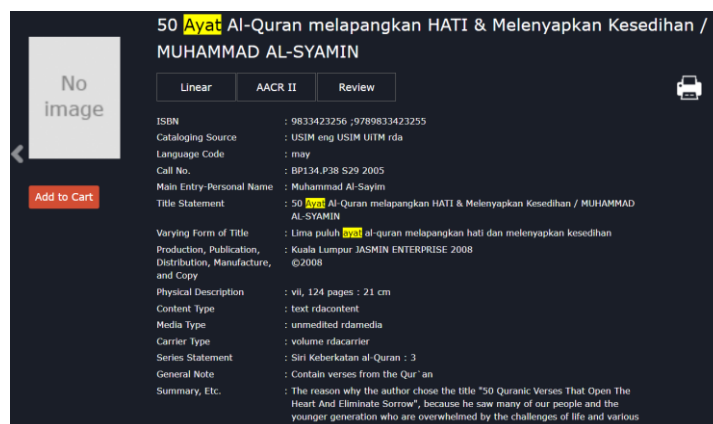


Figure 3.1.2.15: RDA used in book description in OPAC search

c) Stamp right of ownership of the newly arrived books with PTA stamp



Figure 3.1.2.16: Stamping process

3.1.3.1 Additional Task

a) Making the marking rubric for the judges for Top 3 E-book-My Choice and E-Certificate for the winner of 4 Games

KATEGORI: PELAJAR						
SIL	NAMA	NO. PELAJAR	FAKULTI	KATEGORI PEMENANG	NILAI PINJAHAN TUNJUK	NAMA BANK/NO. AKUN
1.	NURUL HUDA LZZATI (BINTI MOHAMMAD ROSLI)	2019208488	FACULTY OF ACCOUNTANCY	JOHAN	RM100	158007330408 (MAYBANK)
2.	MURHAMMAD FAUZI DDIN BIN MOHD NASHIR	2022919746	FACULTY OF ACCOUNTANCY	NAB JOHAN	RM150	03076021766686 (BANK ISLAM)
3.	NIJR LAVILA SOFFEA (BINTI HAJI GLEPPANAN NAGI FOLLI CORNAN BIN MOHD RIDZUAN)	2023935725	FACULTY OF ACCOUNTANCY	TEMPAT KE-3	RM130	03139070126183 (BANK ISLAM)
4.	SIH SARAH BT BAQI	2022491748	FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES	TEMPAT KE-4	RM70	16018021737653
5.	NIJR ASYAH FAITHAH (BINTI AZHAR)	2022971147	INFORMATION MANAGEMENT	TEMPAT KE-5	RM50	7036422450 (CMB)
6.	NUR ZULANHA ANNYAH (BINTI MOHD SHAZALI)	2020099024	FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES	TEMPAT KE-6	RM30	13050202011143 (BANK ISLAM)
7.	NUR NALYASHA (BINTI HAZALI)	2020099026	Faculty of Administration Science & Policy Studies	TEMPAT KE-7	RM30	13062028792395 (BANK ISLAM)
8.	NIJR ZULANHA ANNYAH (BINTI MOHD SHAZALI)	2020511633	FACULTY OF SCIENCE COMPUTER AND MATHEMATICS	TEMPAT KE-8	RM30	03072022219542 (BANK ISLAM)
9.	NURUL HANANNI ANESSA BT MOHD KASSIM	2022491624	SCIENCE ADMINISTRATIVE AND POLICY STUDIES	TEMPAT KE-9	RM30	08059023905090 (BANK ISLAM)
10.	NURREIN SYAZWANA (BT AZHAR)	2022977182	PSYPP	TEMPAT KE-10	RM30	1648 1028 9550 (MAYBANK)

Figure 3.1.2.17 : The marking rubric



Figure 3.1.2.18: E-certificate of four games

### 3.1.4 CORPORATE COMMUNICATION, DIGITAL LIBRARY & ORGANIZATION ADMINISTRATION

#### UNIT

##### a) Manage Deposits of Institutional Repository PTA (Digital Library)

Universiti Teknologi MARA Institutional Repository (UiTM IR) is a center of digital collections, act as an open-access repository that collects, preserve and disseminates scholarly output by university members at Universiti Teknologi MARA, such as journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data and other types of research publications and also unpublished manuscripts and papers. (Library.uitm.edu.my, 2022)

The process of managing deposits which adding new item to Institutional Repository (IR) steps are shown by the figures below:

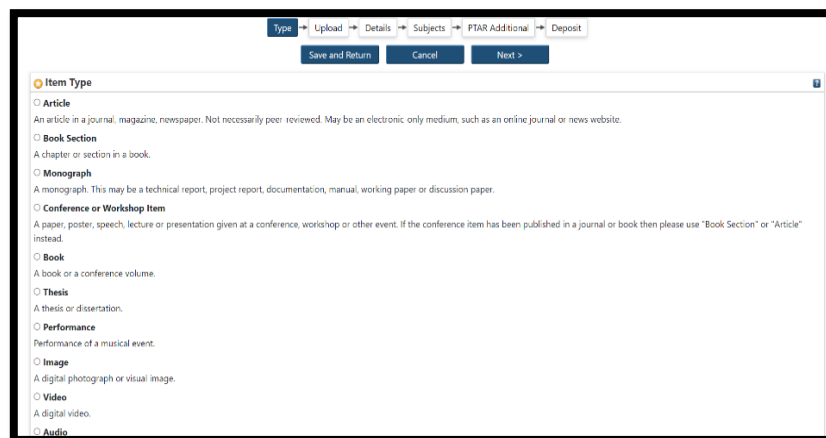


Figure 3.1.4.1: Pick type of item

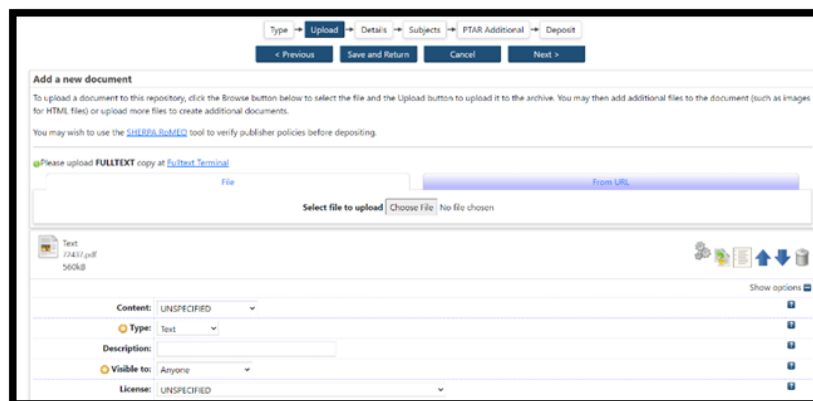


Figure 3.1.4.2: Upload 5 pages of pdf file

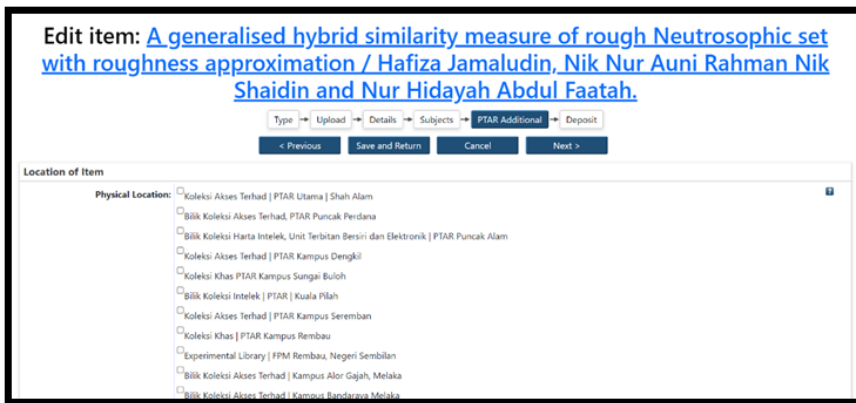


Figure 3.1.4.3: Insert details of the item

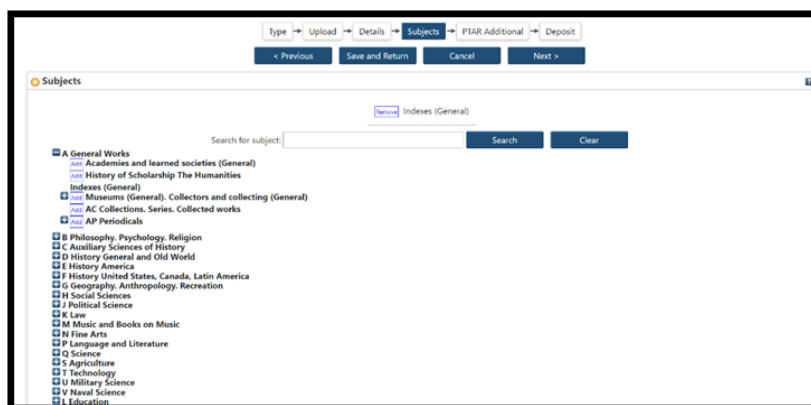


Figure 3.1.4.4: Insert subjects of item



Figure 3.1.4.5: Insert additional information

## b) Updates on PTA Social Media

As for social media for Perpustakaan Tengku Anis, Mr. Hazrie demonstrated and shown me the social media for PTA which updates on the programs, events, information, notices, etc. The process of updating on social media main purpose is to inform the followers or students of UiTM Machang and public also, on the events that was held and will be held next by PTA. The example of social media usage by PTA are shown by the figures below:

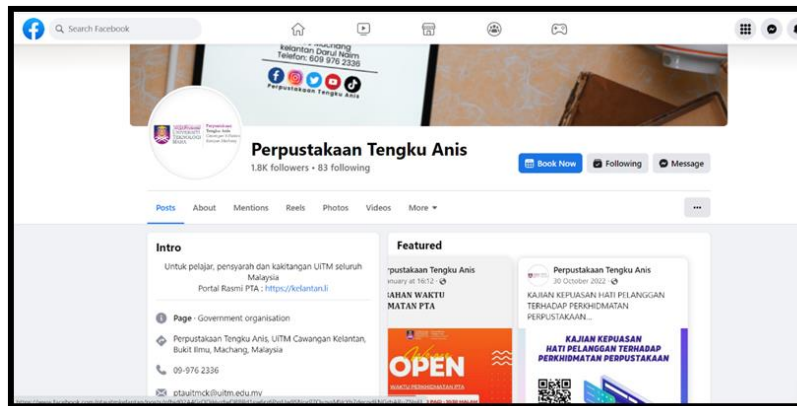


Figure 3.1.4.6: Facebook page of PTA



Figure 3.1.4.7: Twitter page of PTA

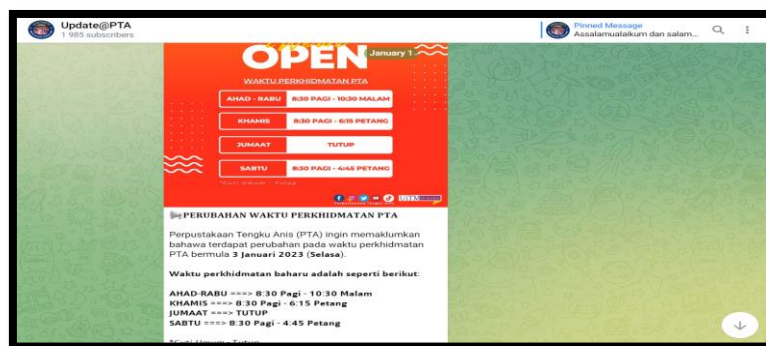


Figure 3.1.4.8: Telegram channel (Update@PTA) for PTA



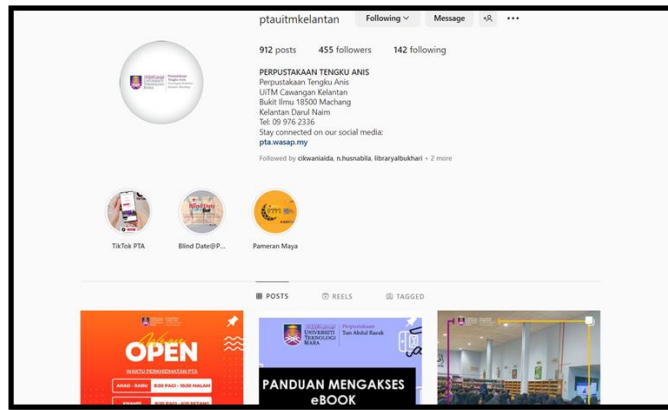


Figure 3.1.4.9: Instagram account for PTA

### 3.1.4.1 Additional Task

#### a) Institutional Repository

Figure 3.1.4.1.1: The process of Institutional Repository (IR)

#### b) Accession Number for Thesis (Student Project)

To search for an article by an Accession Number or Document ID you must know the specific database that issued that number. You might find the database name listed next to the Accession Number or Document ID in the citation. Searching by Accession Number or Document ID can be tricky and unreliable because these numbers are assigned by database companies and can change without warning the same article may be in more than one database and will have a different accession number or document ID in each database subscriptions change; that journal might no longer be in that database you must already know which database(s) holds the article in full text to know where to search. If you still need to search by accession number, you can use the following method On the Library homepage, click on Databases A-Z. Locate and click on the name of the database that has the article. Type the Accession number or Document ID into the database search box. In databases from EBSCO, change the Select a Field (optional) drop-down menu to AN Accession Number.



Figure 3.1.4.1.2: The process of stamp the Thesis Accession Number

c) Filing the documents in and out from the Tengku Anis Library (PTA)

Filing means keeping documents in a safe place and being able to find them easily and quickly. Documents that are cared for will not easily tear, get lost or dirty. A filing system is the central record-keeping system for an organisation. It helps you to be organised, systematic, efficient and transparent. It also helps all people who should be able to access information to do so easily.

It is always a pleasure when someone looks for something and is able to find it without difficulties. In our organisations we work in groups. We receive and send out documents on different subjects. We need to keep these documents for future reference. If these documents are not cared for, we cannot account for all our organisational activities. Everyone who needs to use documents should know where to get them.

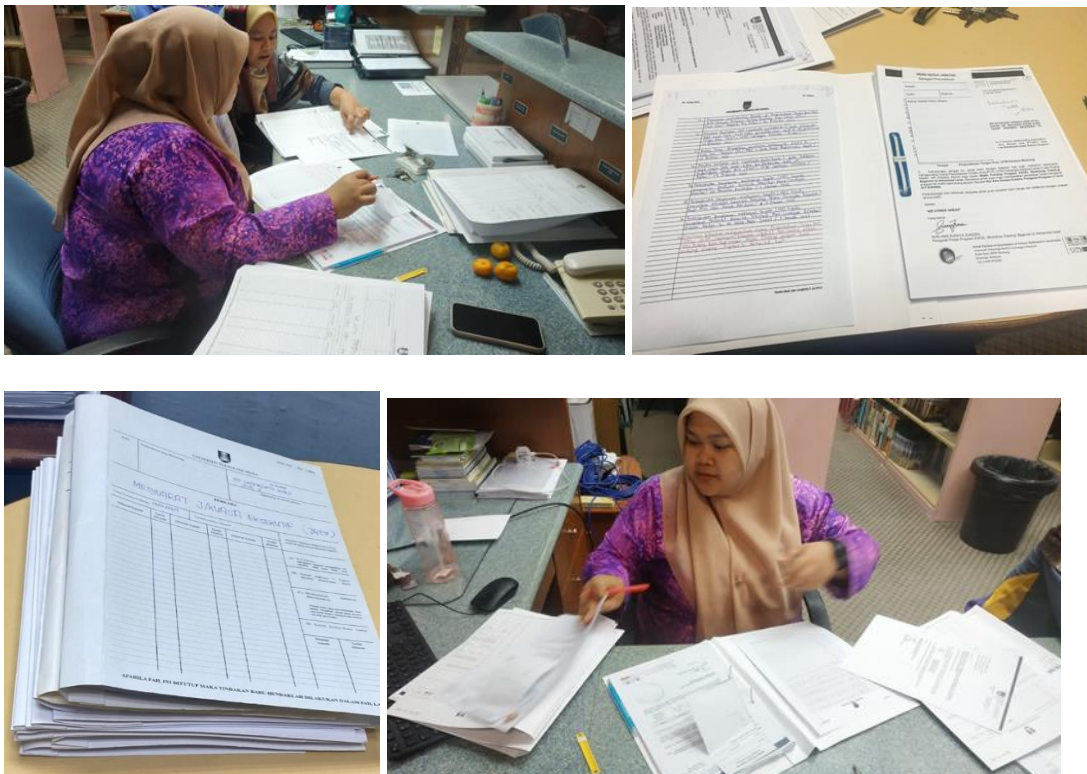


Figure 3.1.4.1.3: The process of filing the documents

## 3.2 SPECIAL PROJECT

### 3.2.1 INTRODUCTION

This program is an initiative of the Tengku Anis Library (PTA) in the cultivation of knowledge and knowledge sharing at the same time, able to provide information on services and new facilities of the library to all UiTMCK citizens, especially in searching for information effectively. At the same time, this program has further increased visibility and strengthened the relationship between the library and all UiTMCK citizens. In addition, it can preserve the wishes of the Ministry of Higher Education (KPT) in exposing students to various latest technologies in digital services, especially Digital Library services.

The 2 Days @ PTA Bonding Day program is a program organized by the Tengku Anis Library in collaboration with 5 industrial training students. This program has successfully achieved total participation, that is, participants consisting of students and staff of UiTM Kelantan Branch Machang Campus totaling 268 people.



Figure 3.2.1.1: Picture of preparation of the program

### 3.2.2 LIST OF PROGRAM ACTIVITIES

Among the activities that have been prepared in the 2 Days @ PTA: Bonding Day program are as follows:

Table 3.2.2: The total number of participants in this program is a total of 268 participants for all games including competitive and casual.

LIST OF GAMES	NUMBER OF PARTICIPANTS
1. Carrom	A total of 8 participants participated in this game as a competition to get the first and second place winners.
2. Ping Pong	A total of 4 pairs of teams have participated in this game consisting of two pairs of teams among students and two pairs of teams from among staff, in a competition to get the first and second place winners.
3. Congkak	A total of 8 participants participated in this game as a competition to get the first and second place winners.
4. Giant e-Puzzle	A total of 10 participants participated in this game to get 3 winners each session 1 and session 2.
5. Infohunt	A total of 16 participants participated in this game to get the winner for first, second and third place.
6. Table Soccer Game	A total of 8 participants have participated in this game as a competition to get first and second place.
7. Crossword Game	A total of 20 participants have participated in this game as a competition to get 3 winners each session 1 and session 2.
8. PTA Roda Impian	A total of 20 participants have joined this game to get 10 winners each session 1 and session 2.

9. Spell it Right	A total of 16 participants participated in this game to get 3 winners for each session 1 and session 2.
10. Let's Guess My Weight (Teka Berat Buku)	A total of 101 participants have participated in this game to get only 1 main winner.
11. Online Quizizz	A total of 50 participants participated in this game to get 3 winners, namely first, second and third place.
12. Juara Cup Pantas	A total of 11 participants participated in this game to get 3 winners for each session 1 and session 2.
13. Let's Borrow, Read & Review – Tiktok Challenge	A total of 9 participants participated in this competition to get 3 winners.
14. Sepak Penalti	A total of 30 participants participated in this competition to get 2 winners, namely first and second place.
15. Wakaf Buku 2.0	The Book Endowment 2.0 activity is open for participation from December 12, 2022 until December 31, 2022. The books that are endowed will be donated to the CSR program of Asrama Bakti Machang.

### 3.2.3 LIST OF WINNERS

Table 3.2.3: Table of winner for each game

GAMES	LIST OF WINNERS
1. Table Soccer Game	<ol style="list-style-type: none"> <li>1. Firdaus Hakimi bin Shurkawi</li> <li>2. Nur Farhah Zalila binti Zabudin</li> </ol>
2. Congkak	<ol style="list-style-type: none"> <li>1. Nur Ain Asyura binti Nasrul Azrin</li> <li>2. Nur Farhah Zalila binti Zabudin</li> </ol>
3. Carrom	<ol style="list-style-type: none"> <li>1. Nurul Aina Shazana binti Seluddin</li> <li>2. Afiqah Safirah binti Suhaibi</li> </ol>
4. Giant e-Puzzle	<ol style="list-style-type: none"> <li>1. Luqman Hakim bin Muhamad Kamal</li> <li>2. Sofiyyah Nadiah binti Mohd Zohri</li> <li>3. Hasyimah binti Mansor</li> </ol>
5. Ping Pong	<ol style="list-style-type: none"> <li>1. En. Ahmad Ameruddin bin Fauzi &amp; En. Hamiz Zhafran</li> <li>2. Adam Farhan bin Mohd Hamizi &amp; Danish Aqashah bin Mohd Khairul Azwar.</li> </ol>
6. Online Quizizz	<ol style="list-style-type: none"> <li>1. Nor Adilah Nadia binti Che Noor Shan</li> <li>2. Nur Fatini binti Rasidi</li> <li>3. Amirah Nabilah binti Mohammad</li> </ol>
7. Infohunt	<ol style="list-style-type: none"> <li>1. Luqman Hakim bin Muhd Kamal</li> <li>2. Nurul Amirah binti Suhaimi</li> <li>3. Nurul Asyikin binti Harishadi</li> </ol>
8. Sepak Penalti	<ol style="list-style-type: none"> <li>1. Nik Ahmad Fathulbadri bin Nik Zulhaiza</li> <li>2. Hanis binti Tumidi</li> </ol>

<p>9. Crossword Game</p>	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Sophie Qaisara</li> <li>2. Anisa Balqis binti Mohd Saupi</li> <li>3. Nur Afdlin Syahmi binti Ahad</li> </ol> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Nor Syafika binti Zakaria</li> <li>2. Nur Damia Ayuni binti Maizulanam</li> <li>3. Nik Nur Fatin Qistina binti Nik Abdull</li> </ol>
<p>10. Spell it Right</p>	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Nur Anis Hidayati binti Mustapha</li> <li>2. Ahmad Ikhwan bin Awang</li> <li>3. Iqtiyani Ulfa binti Ahmad Termizi</li> </ol> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Mohammad Afiq Iman bin Mohd Zari</li> <li>2. Ayuni Nadira binti Mohd Tarmizi</li> <li>3. Muhammad Fitri bin Mohd Fazil</li> </ol>
<p>11. Let's Borrow, Read &amp; Review – Tiktok Challenge</p>	<ol style="list-style-type: none"> <li>1. Nor Adilah Nadia binti Che Noor Shan</li> <li>2. Farah Farhanim binti Ahmad Riza</li> <li>3. Nor Atirah Najwa binti Che Noor Shan</li> </ol>
<p>12. Let's Guess My Weight</p>	<ol style="list-style-type: none"> <li>1. Luqman Hakim bin Mohamad Kamal</li> <li>2. Wan Nur Asyikin binti Wan Ahmad Ezani</li> <li>3. Muhammad Fitri bin Mohd Fazil</li> </ol>
<p>13. Juara Cup Pantas</p>	<p>Session 1:</p> <ol style="list-style-type: none"> <li>1. Fatin Syafiqah binti Abd Karim</li> <li>2. Nur Amirah Wahida binti Badrul Hisham</li> </ol>



	<p>3. Nur Izati Athirah binti Mohd Zunaidi</p> <p>Session 2:</p> <ol style="list-style-type: none"> <li>1. Nur Alya Batrisyia binti Mat Riza</li> <li>2. Nor Mazni binti Ismail</li> <li>3. Hasyimah binti Mansor</li> </ol>
--	--



Figure 3.2.3.1: Picture of the program

### 3.3 CONCLUSION

The 2 Days @ PTA Bonding Day program which was carried out for 2 days on 12 and 13 December 2022 has achieved its objectives. It is hoped that such activities can be carried out again in the future. Such a program can further increase the spirit of love for the library. In addition, this program is also able to have a positive impact on the image of the library to ensure the continuation of a good two-way relationship between library staff and library users.

# **Chapter 4: Industrial Training Reflection (20%)**

## **4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)**

### **4.1.1 Application of Knowledge**

During the five months of industrial training at Perpustakaan Tengku Anis (PTA). I found that have acquired several of new useful knowledge. The knowledge was gained every time. I was exposed to the work in the library by the librarians and staff. For example, I was shown on how to use a library system such as Libsys. From this task, I can learn and understand about the workflow in library. Besides, I can understand that books shelving was done every morning, so that the books are well organize on the shelves and it will easier for the user to retrieve it. All the knowledge that I gained in the five months of industrial training has improve the way of I think and also taught me about the new skills.

#### **4.1.1.1 Ability to do cataloguing and use Libsys System**

I was taught by the librarian on how to do cataloguing when the new materials arrived or the books that need to be updated. Then, I was also taught to use Libsys system. When using the Libsys System, all the details of the books should be key in to the system. In this process, I need to be careful and pay attention because if I make a mistake in one of the steps, a book will be in a different classification.

#### **4.1.1.2 Ability to use Local Content Hub and UiTM Institutional Repository (UiTM IR)**

I was taught by the librarian on how to upload and key in data in Local Content Hub and UiTM IR. I was clearly taught by them on how to use this system. That is why, I was able to use these systems and manage to do the task they gave to me successfully.

#### **4.1.1.3 Ability to digitize and handle the archival materials**

I was taught thoroughly about the process to digitize the archival material. It seems simple and easy but we actually need to be extra careful when handling the archival material. For example, I need to remove the stapler bullet, treasury tag and paper clips because the materials should be clean from the dust and dirt before we start to scan materials. I had to keep the document in good conditions to make sure that all the data or the evidence valid to use in every cases.

#### **4.2.2 Skills**

##### **4.2.2.1 Library management**

An organization functions depending on how it is managed. I have learned theoretically how libraries are managed, departments in libraries and some things related to management. However, all these things I learned during class time were different when I started industrial training I could see for myself how the library is managed and how it runs. Through industrial training it gives me new exposure to library management. It seemed clearer than before I went for my industrial training. In Tengku Anis Library (PTA) there are nine (9) units and I can see how it communicates with each unit and it is interconnected. Also, I know how each unit works and how staff receive orders from the head.

#### **4.2.2.2 Teamwork Skills**

When work in organization, involvement all team members are effective way compared to work individually. During I had done industrial training at PTA. I was exposed to various of knowledge, skills and experience especially when I was working in different units at PTA. Even though it is only industrial training but it is starting towards the reality working and from this I have go through with the real working environment. From the industrial training, I know about the working environment, how to works and how to manage the time. Being working at the library, I learnt that we have to be punctual and cannot simply leave the library because we have to serve to users to come to the library. The working hour start 8.00 in the morning until 5.00 pm thus all the staffs in PTA need to arrive before 8.00 am and cannot go home before 5.00 pm. Moreover, as an industrial training student I also need to manage my time wisely and always done the task given on time.

### **4.3 Personal thoughts and opinion**

During the five months of undergoing industrial training at Tengku Anis Library (PTA), I was able to conclude that the PTA is a good organization and suitable for those who want to experience and gain knowledge related to academic libraries. In addition, there are many things I learned during my industrial training that gave me new experiences and knowledge. Tengku Anis Library (PTA) is an academic library that has nine (5) units such as Information Service Unit, Information Technology Unit, Administration Unit, Catalog Unit and Archive Unit. PTA has various units to ensure it functions as an academic library and meets users need. PTA has various good facilities such as IT room, seminar room, IT zone area, and leisure corner known as Starcor which are provided for the convenience of users.

However, as a result of the Covid-19 pandemic, activity at PTA has slowed down and users coming to the library are declining. Despite this situation, PTAs are always looking for ways to provide services to their users. Thus, the library has held several virtual programs to attract users such as making virtual exhibitions, lending library materials and sending by post, online competitions and others.

Through industrial training at the Tengku Anis Library (PTA) I have gained more knowledge in the field of libraries and gained exposure to the actual working environment of academic libraries. There are a variety of tasks learned and practiced throughout this industrial training from simple tasks to more complex ones. Although not all aspects of the library are learned and practiced. Thus, industrial training is an excellent method to prepare students to be more self-reliant and give a true picture of work in situation before they are actually accepted in an organization as employees. It prepares students to be more experienced and knowledgeable about organizations and how organization work.

#### **4.4 Lesson learnt**

There are many lesson learnt that I obtained during the five months of the industrial training at PTA which are:

##### **4.4.1 Work Environment**

During the five months of industrial training, I was able to witness and feel for myself the real work atmosphere in the library. Everyone in each unit has their own responsibilities and they do the work as team. I also learned that when we do work as a team, work can be done smoothly and easily next the work environment will be harmonious.

##### **4.4.2 Responsibility**

I learned that the value of responsibility in work is an important thing that everyone should apply. This is because we have to be responsibilities for the work of task assigned to us. We need to complete the work on time and not delay it. In addition, the condition of responsibility also means that I as a student undergoing industrial training at PTA must take care of the library property and image of the library.

##### **4.4.3 Respect each other**

Respect is an important value in the work environment to create a harmonious environment. I learned that we should respect each other at work to make sure we can work peacefully and without resentment. So I also learned that we need to respect people even if they are not library staff but regular employees like cleaners. During the five months of industrial training at PTA, I and other industrial training students have built good relationships with all librarians, library staff and even regular employees.

#### **4.4.4 Can work under pressure**

Sometimes we feel stressed when working especially when we are given many tasks at one time and have limited time to complete them. Whenever, I face a situation like this, I will try to complete that work and if I can't. I will ask colleague to help me to complete the assigned tasks. So, I learned that it is important to always be able to manage our time, so that, I will not be in a hurry and be able to complete tasks on time.

#### **4.5 Limitation and recommendation**

Limits mean something that needs to be right or a weakness in some organizations. Therefore, from my observations while undergoing industrial training there are some limitations in this library and I hope they can overcome all the limitations to provide quality services to users. Each of the limits, I state below is accompanied by my recommendations. Among the limitations of this library are:

##### **4.5.1 Weak internet connection access limits**

The limitation I found was that I could see that the PTA limit was a weak internet connection. While during the internship here I found that internet access problems often occur. When too many people use the internet and this makes internet access weak. This happens when I want to use Libsys and when I want to attend online seminars organized by the PTA. Increasing the internet access rate and increasing the internet access limit for student use in the most effective way to ensure that all users and staff can use the facilities provided by the PTA.



#### **4.5.2 Lack of facilities provided**

Other than that, the limitation I experienced during this training session was the lack of facilities provided to users in terms of borrowing and returning books. The facilities mentioned are self-checking machines and book-delivery services. This service is also important because based on the experience at the distribution desk waiting time or effort students will be able to save by having their own book drop machine and checking machine. By having their own checking machine students will save more time and avoid any damage when many user's line-ups at the counter. Drop books instead is also required to ensure users can return borrowed books easily. This may be one of the reasons why users can return books. Therefore, students can return the book at any time even on weekdays. This can also ensure that queues to borrow the same book are reduced and all users prefer to use the PTA service.

#### **4.5.3 Staff shortage**

Then, staff shortage is also a limitation to library management in PTAs. When the library does not have enough staff to manage the organization, it will be problem because one of staff is unable to carry out their duties and in turn the staff has to do excessive work. As academic libraries contain various types of information to users, organization like PTAs, they need to hire more staff who can assist in carrying out their duties. Lack of staff will result in the library function does not run smoothly and cannot meet the needs of users.

#### **4.6 CONCLUSION**

Throughout, the 5 months of industrial training at Tengku Anis Library (PTA) I have gained new knowledge and get lots of experience that will be useful for me in the future. All the exposure that I received during the industrial training has given me the real picture of work environment in the field I am studying now. Besides, this industrial training has given me the opportunity to learn more about the work in library's.

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# **APPENDICES**


 Surat Kami : 100-CK(PTD 14/3/4)  
 Tarikh : 15 Jun 2022

 Dekan  
 Fakulti Pengurusan Maklumat  
 Universiti Teknologi MARA Kampus Puncak Perdana  
 No. 1 Jalan Pulau Angsa U10/A, Seksyen U10  
 40150 Shah Alam  
**SELANGOR DARUL EHSAN**

 (u.p : Puan Kasmarini Baharuddin)  
 Pensyarah Kanan / Penyelaras Latihan Industri

Tuan/Puan

**PERMOHONAN PENEMPATAN LATIHAN INDUSTRI**

Perkara di atas dengan segala hormatnya adalah dirujuk.

2. Sukacita dimaklumkan bahawa pihak kami bersedia menerima pelajar tersebut bagi menjalani latihan industri di Perpustakaan Tengku Anis, UiTM Cawangan Kelantan bermula pada 01 September 2022 hingga 31 Januari 2023 seperti berikut:

NAMA	NO.MATRIK	PROGRAM
Saudari NorDalila Isma binti Mat Hussin	2020465346	Ijazah Sarjana Muda (Kepujian) Pengurusan Perpustakaan

3. Sehubungan itu, pelajar tersebut dikehendaki melaporkan diri pada 01 September 2022 (Khamis) di Bahagian Pentadbiran UiTM Cawangan Kelantan.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang benar

**HISHAMUDDIN MOHAMAD TWONTAWI**

Timbalan Pendaftar

b.p: Rektor

- s.k.:
1. Puan Alina Hussin @ Hussein  
Timbalan Ketua Pustakawan,  
Perpustakaan Tengku Anis,  
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UiTM di hatiku

## SURAT AKUAN PENERIMAAN

(Untuk dilengkapkan dan dikembalikan oleh organisasi/ firma/ syarikat sebelum 17 Jun 2022)

Rujukan Tuan : 500-FPM(HEA.14/7/1)  
Rujukan Kami :  
Tarikh :

Dekan  
Fakulti Pengurusan Maklumat  
Universiti Teknologi MARA  
Kampus Puncak Perdana  
No. 1 Jalan Pulau Angsa U10/A, Seksyen U10  
40150 Shah Alam  
Selangor Darul Ehsan  
(u.p : Puan Kasmarini Baharuddin)  
Pensyarah Kanan / Penyelaras Latihan Industri  
Tel. : 013-588 1690 | Email : kasfpm@gmail.com | Faks : 03 – 7962 2007

Tuan,

### PERMOHONAN MENJALANI LATIHAN INDUSTRI – IJAZAH SARJANA MUDA (KEPUJIAN) PENGURUSAN PERPUSTAKAAN, UNIVERSITI TEKNOLOGI MARA (UITM)

Dengan segala hormatnya perkara di atas adalah dirujuk.

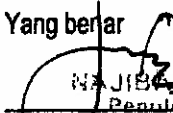
Adalah dimaklumkan bahawa pihak kami **Menerima/ Menolak** permohonan pelajar untuk menjalani latihan industri di organisasi kami bermula pada **1 September 2022 sehingga 31 Januari 2023**.

NAMA	ID PELAJAR	NO TEL. PELAJAR	UNIT/BAHAGIAN/SEKSYEN
1. Muhamad Azim bin Suhaimi	2019612732	019-611 0835	PERPUSTAKAAN TENGAH AWAL, UITM MACHANG
2. NorDalila Isma binti Mat Hussin	2020465346	0112-877 2933	PERPUSTAKAAN TENGAH AWAL, UITM MACHANG

Lapor diri kepada : PUAN ALMA BINTI HUSSIN @ HUSSEIN (Nama pegawai)  
Tarikh lapor diri : 1 SEPTEMBER 2022  
Masa lapor diri : 8-00 Pagi

Terima kasih.

Yang bertar

  
NAJIBAH MOHAMED NAZIR  
Penyarah Bendahari Kanan  
Bahagian Pentadbiran  
Universiti Teknologi MARA Cawangan Kelantan  
Jawatan: Bukit Ilmu 18500 Machang  
Kelantan Darul Naim

Cop Organisasi

\*potong mana yang tidak berkaitan



Surat Kami : 500-CK(PTA/UPTD. 14/5/2)  
Tarikh : 31 Januari 2023

## KEPADA SESIAPA YANG BERKENAAN

Tuan/Puan

Sukacita dimaklumkan, maklumat pelajar seperti berikut;

**NAMA** : **NORDALILA ISMA BINTI MAT HUSSIN**  
**NO. K/P** : **990311-01-5492**  
**NO. PELAJAR** : **2020465346**  
**PROGRAM** : **IJAZAH SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN)**  
**PENGURUSAN PERPUSTAKAAN**  
**FAKULTI** : **FAKULTI PENGURUSAN MAKLUMAT**

2. Dengan ini, diperakui bahawa saudari Nordalila Isma binti Mat Hussin (2020465346) merupakan pelajar dari **Fakulti Pengurusan Maklumat, Universiti Teknologi MARA (UiTM) Cawangan Selangor Kampus Puncak Perdana** telah menjalani Latihan Industri di Perpustakaan Tengku Anis (PTA) UiTM Cawangan Kelantan Kampus Machang mulai **01 September 2022 sehingga 31 Januari 2023**.

3. Sepanjang pengenalan saya, beliau adalah seorang yang bertanggungjawab, penuh dedikasi, berwawasan dan telah melaksanakan tugas-tugas yang telah diberikan dengan jayanya.

4. Sehubungan itu, saya sangat berbesar hati dengan memberikan sepenuh sokongan, semoga beliau diberikan pertimbangan yang sewajarnya untuk menjawat sesuatu jawatan yang bersesuaian dengan kelulusannya.

Sekian, terima kasih.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menjalankan amanah,

**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis  
Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu, 18500 Machang, Kelantan  
Tel: (+09)976 2288/2330 Faks: (+09)976 2177  
Email : alina364@kelantan.uitm.edu.my



ISO 9001:2015 No. Sijil: 10120156

**UiTM** di hatiku

Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 05 Oktober 2022

**CIK NORDALILA ISMA BINTI MAT HUSSIN**

Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM CSR SEKOLAH MENENGAH  
KEBANGSAAN HAMZAH : INTAI ILMU@PTA**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program CSR di Sekolah Menengah Kebangsaan Hamzah : Intai Ilmu @ PTA**. Program ini merupakan satu inisiatif Perpustakaan Tengku Anis bagi menyemarakkan semangat belajar sehingga ke menara gading dan serta mendedahkan pelajar kepada suasana pembelajaran di IPTA khususnya dalam pencarian maklumat.

3. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Ahli Jawatankuasa Taklimat Perpustakaan & Library Tour** bagi Program tersebut. Maklumat program adalah seperti berikut :

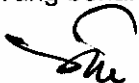
**Tarikh : 12 Oktober 2022 (Rabu)**  
**Masa : 09.00 pagi sehingga 04.15 petang**  
**Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan**

4. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang benar



**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan



Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 20 September 2022

**CIK NORDALILA ISMA BINTI MAT HUSSIN**

Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM "SKILL-UP THE LANGUAGES: READ2LEAD" SMK PANGKAL MELERET, MACHANG PADA 26 & 27 SEPTEMBER 2022 (ISNIN – SELASA)**

Dengan segala hormatnya perkara di atas dirujuk.

2. Untuk makluman, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "*Skill-Up The Languages: Read2lead*" SMK Pangkal Meleret, Machang. Program ini dianjurkan bersempena "*English week*" di sekolah tersebut. Tujuan program ini adalah untuk meningkatkan kepelbagaian kemahiran dalam pencarian bahan di pusat sumber khusus bagi mata pelajaran Bahasa Inggeris disamping meningkatkan kesedaran pelajar suka dan minat kepada Bahasa Inggeris.

3. Sehubungan itu, dengan sukacitanya puan dilantik sebagai Ahli Jawatankuasa Make Over & Cenderahati bagi Program tersebut. Maklumat program adalah seperti berikut :

Tarikh : 26 – 27 September 2022 (Isnin & Selasa)  
Masa : 8.00 pagi – 1.00 Tengahari  
Tempat : SMK Pangkal Meleret, Machang

4. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang benar

**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis  
Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu, 18500 Machang, Kelantan  
Tel: (+09)976 2288/2330 Faks: (+09)976 2177  
Email : annita@kelantan.uitm.edu.my



ISO 9001:2015 No. Sijil: 10120156  
**UiTM** *di hatiku*





Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 27 November 2022

**CIK NORDALILA ISMA BINTI MAT HUSSIN**  
Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGGU ANIS (PTA)**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program "2Days@PTA Bonding Day"** pada ketetapan berikut ;

**Tarikh : 12 & 13 Disember 2022**  
**Masa : 09.00 pagi sehingga 04.30 petang**  
**Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan**

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Ahli Jawatankuasa Aktiviti & "Online Game"** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang benar

**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan



Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 27 November 2022

**CIK NORDALILA ISMA BINTI MAT HUSSIN**  
Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM "2DAYS@PTA BONDING DAY" DI PERPUSTAKAAN TENGGU ANIS (PTA)**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan **Program "2Days@PTA Bonding Day"** pada ketetapan berikut ;

**Tarikh : 12 & 13 Disember 2022**  
**Masa : 09.00 pagi sehingga 04.30 petang**  
**Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan**

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan sekaligus dapat memberi maklumat perkhidmatan serta kemudahan baru perpustakaan kepada semua warga UiTMCK khususnya dalam pencarian maklumat dengan berkesan.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Timbalan Pengarah 2** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang benar

**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan



Surat Kami : 500-CK(PTA/UPTD 23/1)  
Tarikh : 21 November 2022

**CIK NORDALILA ISMA BINTI MAT HUSSIN**

Pelajar Latihan Industri  
Perpustakaan Tengku Anis (PTA)  
UiTM Cawangan Kelantan, Kampus Machang  
Bukit Ilmu  
18500 Machang, Kelantan

Puan

**PELANTIKAN JAWATANKUASA BAGI PROGRAM "WAKE UP YOUR IMAGE : FROM CAMPUS TO CORPORATE"**

Dengan segala hormatnya perkara di atas dirujuk.

2. Dimaklumkan, Perpustakaan Tengku Anis, UiTM Cawangan Kelantan akan mengadakan Program "*Wake Up Your Image : From Campus To Corporate*" pada ketetapan berikut ;

**Tarikh : 18 Disember 2022 (Ahad)**  
**Masa : 09.00 pagi sehingga 04.00 petang**  
**Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan**

3. Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam pembudayaan ilmu dan perkongsian pengetahuan atau wakaf ilmu yang melibatkan warga setempat untuk menyemarakkan semangat belajar serta mendedahkan warga kepada etika-etika penampilan korporat.

4. Sehubungan itu, dengan sukacitanya puan dilantik sebagai **Ahli Jawatankuasa Aktiviti Imej** bagi Program tersebut. Semoga dengan lantikan ini, puan dapat menjalankan tanggungjawab dengan amanah, dan penuh dedikasi dalam menjayakan program tersebut.

Sekian, terima kasih.

**"WAWASAN KEMAKMURAN BERSAMA 2030"**  
**"BERKHIDMAT UNTUK NEGARA"**

Yang bepar

**ALINA HUSSEIN**  
Timbalan Ketua Pustakawan

Bahagian Perpustakaan Tengku Anis  
Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu, 18500 Machang, Kelantan  
Tel: (+09)976 2288/2330 Faks: (+09)976 2177  
Email : alina364@uitm.edu.my



**UiTM** di hatiku



Cawangan Kelantan  
Kampus Machang

Rujukan kami : 500-CK (HEA/MA 23/4)  
Tarikh : 22 Oktober 2022

Cik Nordalila Isma Binti Mat Hussin  
Pelajar  
Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu  
18500 Machang  
**KELANTAN DARUL NAIM**

Puan,

**PELANTIKAN SEBAGAI FASILITATOR BAGI PROGRAM LAWATAN ILMIAH SEKOLAH  
MAAHAD SYAMSUL MAARIF (P) BERSAMA UiTM CAWANGAN KELANTAN KAMPUS  
MACHANG**

Dengan segala hormatnya perkara diatas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Unit Misi Akademik (MA) UiTM Cawangan Kelantan telah dijemput untuk menyertai **Program Lawatan Ilmiah Sekolah Maahad Syamsul Maarif (P) Bersama UiTM Cawangan Kelantan Kampus Machang.**

3. Sehubungan itu, puan dilantik sebagai **Fasilitator** bagi Program Pembangunan Diri Pelajar Sekolah Menengah Kebangsaan Agama Wataniah Bersama UiTM Cawangan Kelantan Kampus Machang. Maklumat program adalah seperti berikut:

**Tarikh : 26 Oktober 2022 (Rabu)**  
**Masa : 8.30 pagi – 10.30 pagi**  
**Tempat : Perpustakaan Tengku Anis (PTA), UiTM Cawangan Kelantan**

Kerjasama dan komitmen puan dalam melaksanakan tugas dan tanggungjawab yang diamanahkan amat dihargai dan didahului dengan ucapan ribuan terima kasih.

Sekian.

**“WAWASAN KEMAKMURAN BERSAMA 2030”**

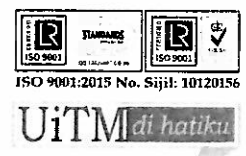
**“BERKHIDMAT UNTUK NEGARA”**

Yang benar

**PROF. DR. HAJI ABDOL SAMAD NAWI**  
Rektor

s.k : 1) Fail Lantikan Unit Misi Akademik  
2) Fail Peribadi

Unit Misi Akademik  
Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu, 18500 Machang, Kelantan  
Tel: (+09)976 2041 Faks: (+09)976 2156  
Email: [misiakademik@gmail.com](mailto:misiakademik@gmail.com)



NO:	NAME: NOR DALILA ISMA BINTI MRT HUSSIN	<b>1</b>
-----	---	----------

DEPT:	SECT:
-------	-------

FOR THE MONTH OF ..... YEARS .....

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11	7:55						
12							
13							
14							
15							

  
 ALINA BT HUSSEIN  
 Jmbelan Ketua Persekitaran  
 Perpustakaan Tengku Anis  
 UiTM Cawangan Kelantan



NO: \_\_\_\_\_ NAME: \_\_\_\_\_ **2**

DEPT: \_\_\_\_\_ EPF: \_\_\_\_\_

I/C: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

HOURS: \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

ORDINARY TIME \_\_\_\_\_

OVERTIME \_\_\_\_\_

LESS \_\_\_\_\_

NET WAGES \_\_\_\_\_

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16							
17							
18							
19							
20	07:47			17:30			
21	07:50			17:24			
22							
23							
24							
25	07:53			17:11			
26	08:07			17:20			
27							
28							
29							
30							
31							

*[Signature]*  
**ABT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UTM Cawangan Kelantan.





Tahun

2022

Bulan

September

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	29.09.2022	07:50	15:30	WFH
2	28.09.2022	08:01	17:05	WFH
3	27.09.2022	07:48	17:00	WFH
4	22.09.2022	07:54	15:37	WFH



**ALINA BT HUSSEIN**  
Timbalan Ketua Pustakawan  
Pustakawan Tengku Anis  
TM Cawangan Kelantan.



Tahun

2022

Bulan

Oktober

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	31.10.2022	08:00	17:00	WFH
2	30.10.2022	08:00	17:01	WFH
3	27.10.2022	08:00	15:34	WFH
4	26.10.2022	08:00	17:00	WFH
5	25.10.2022	07:59	17:01	WFH
6	23.10.2022	08:00	17:01	WFH
7	20.10.2022	08:01	15:31	WFH
8	19.10.2022	07:57	17:00	WFH
9	18.10.2022	07:57	17:00	WFH
10	17.10.2022	07:58	17:00	WFH
11	16.10.2022	07:58	17:00	WFH
12	13.10.2022	07:58	15:30	WFH
13	12.10.2022	08:00	17:00	WFH
14	11.10.2022	07:58	17:00	WFH
15	10.10.2022	07:56	17:02	WFH
16	06.10.2022	07:56	15:30	WFH
17	05.10.2022	07:54	17:00	WFH
18	04.10.2022	07:51	17:00	WFH
19	03.10.2022	07:52	17:01	WFH
20	02.10.2022	08:37	17:02	WFH

ALINA BT HUSSEIN  
Membela Ketua Pustakawan  
Pustakaaan Tengku Anis  
M Cawangan Kelantan.





Tahun

2022

Bulan

November

**Senarai Rekod Clocking Bulanan**

#	TARIKH	IN	OUT	JENIS
1	30.11.2022	07:59	16:57	WFO
2	29.11.2022	07:59	17:02	WFO
3	27.11.2022	07:56	17:00	WFO
4	24.11.2022	07:58	null	WFO
5	23.11.2022	07:59	17:02	WFO
6	22.11.2022	08:09	17:00	WFO
7	21.11.2022	07:56	17:00	WFO
8	17.11.2022	07:56	15:31	WFO
9	16.11.2022	07:56	17:00	WFO
10	15.11.2022	07:51	17:01	WFO
11	14.11.2022	07:55	17:00	WFO
12	10.11.2022	07:55	15:30	WFO
13	09.11.2022	07:57	17:00	WFO
14	08.11.2022	07:53	17:00	WFO
15	07.11.2022	07:53	17:00	WFO
16	06.11.2022	07:51	17:00	WFO
17	03.11.2022	07:50	15:30	WFH
18	02.11.2022	10:18	17:01	WFH
19	01.11.2022	08:00	17:00	WFH

  
ALINA B. HUSSEIN  
Pembatal Ketua Pustakawan  
Pustakaaan Tengku Anis  
UITM Cawangan Kelantan



Tahun

2022

Bulan

Disember

### Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	29.12.2022	07:53	15:32	WFO
2	28.12.2022	07:58	17:01	WFO
3	27.12.2022	07:57	17:00	WFH
4	26.12.2022	17:02	null	WFH
5	22.12.2022	07:57	15:37	WFO
6	21.12.2022	08:01	17:01	WFO
7	20.12.2022	07:59	17:00	WFO
8	19.12.2022	08:06	17:00	WFO
9	18.12.2022	08:00	17:03	WFO
10	15.12.2022	07:59	15:57	WFO
11	14.12.2022	08:01	17:00	WFO
12	13.12.2022	07:26	17:00	WFO
13	12.12.2022	17:08	null	WFO
14	11.12.2022	08:02	17:01	WFO
15	08.12.2022	08:00	15:31	WFO
16	07.12.2022	07:57	17:01	WFO
17	06.12.2022	07:59	17:00	WFO
18	05.12.2022	07:58	17:01	WFO
19	04.12.2022	07:56	17:00	WFO
20	01.12.2022	07:58	15:33	WFO

ALINA BT HUSSEIN  
 Pembelian Kelua Pustakawan  
 at pustakawan Tengku Anis  
 TM Cawangan Kelantan.



Tahun

2023

Bulan

Januari

## Senarai Rekod Clocking Bulanan

#	TARIKH	IN	OUT	JENIS
1	31.01.2023	08:03	17:02	WFO
2	30.01.2023	06:35	null	WFO
3	29.01.2023	07:59	null	WFO
4	26.01.2023	08:01	15:42	WFO
5	25.01.2023	09:30	17:11	WFO
6	24.01.2023	07:55	17:01	WFO
7	17.01.2023	07:59	17:00	WFO
8	16.01.2023	07:58	17:02	WFO
9	15.01.2023	07:58	17:10	WFO
10	12.01.2023	08:03	15:47	WFO
11	11.01.2023	08:03	17:11	WFO
12	10.01.2023	08:00	null	WFO
13	09.01.2023	08:01	null	WFO
14	08.01.2023	08:01	17:33	WFO
15	05.01.2023	07:57	null	WFO
16	04.01.2023	08:00	17:00	WFO
17	03.01.2023	08:00	17:17	WFO
18	02.01.2023	07:55	17:01	WFO
19	01.01.2023	07:56	17:01	WFO

ALINA STUSSER  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UiTM Cawangan Kelantan.

**PROGRAM LATIHAN INDUSTRI UNTUK PELAJAR PRAKTIKAL  
PERPUSTAKAAN TENGGU ANIS UTM CAWANGAN KELANTAN  
01 SEPTEMBER 2022 SEHINGGA 31 JANUARI 2023**

**NAMA : CIK NORDALILA ISMA BT MAT HUSSIN (2020465346)**

TARIKH	AKTIVITI	PERINCIAN TUGASAN/PROSES	PEGAWAI TERLIBAT	UNIT/SUB-UNIT
✓ 01 Sept 2022 (1 hari)	<b>Lapor diri dan Suai kenal bersama staf</b>	<b>SKOP LATIHAN PRAKTIKAL YANG DI BERIKAN BERDASARKAN MODUL YANG TELAH DITETAPKAN OLEH PTAR, UTM S.ALAM</b>	Pn. Alina Hussein (Timbalan Ketua Pustakawan)  Pn. Norfitriah Mat Seman (Pustakawan Kanan)	Taklimat Pengenalan Perpustakaan
✓ 04 – 06 Sept 2022 (3 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mohd Rosli Che Ismail (Pembantu Pustakawan Kanan) <i>- tugas akan diberi</i> <i>- minta ambil gambar</i> <i>- special task</i>	Unit Perkhidmatan Pelanggan
✓ 07 – 11 Sept 2022 (3 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mohd Hamka Hj Hamzah (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
✓ 12 – 14 Sept 2022 (3 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		En. Mohd Zalani Mhd Zin (Pembantu Pustakawan Kanan)	Unit Perkhidmatan Pelanggan
✓ 15 – 29 Sept 2022 (11 hari)	<b>Unit Perkhidmatan Perpustakaan</b> Dr. Muslim Ismail @ Ahmad (Pustakawan Kanan)		Pn. Nor Azrina Binti Hasbullah (Pembantu Pustakawan Kanan)	Unit Penyelidikan, Pembelajaran & Rujukan
✓ 02 – 12 Okt 2022 (8 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Mohd Waqiyuddin Mohd Dzulkifly (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip
✓ 13 – 25 Okt 2022 (8 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Muhamad Nazari Muhamad Nor (Pembantu Pustakawan Kanan)	Unit Arkib & Manuskrip

✓ 26 – 31 Okt 2022 (4 hari)	<b>Unit Arkib Cawangan</b> Pn. Alina Hussein (Timbalan Ketua Pustakawan)		En. Zul Abdullah (Pembantu Pemuliharaan Kanan)	Unit Pemuliharaan
✓ 01 – 06 Nov 2022 (4 hari)	<b>Unit Perpustakaan Digital</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nazrol Hisham Ghazali (Juruteknik Komputer Kanan)	Unit Sistem Maklumat
✓ 07 – 13 Nov 2022 (5 hari)	<b>Unit Komunikasi Korporat</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hazrie Mat Nawi (Pembantu Pustakawan Kanan)	Unit Komunikasi Korporat
✓ 14 – 23 Nov 2022 (8 hari)	<b>Unit Perpustakaan Digital &amp; Komunikasi Korporat</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Cik Sazlina Saleh (Pembantu Pustakawan)	Unit Institusi Repositori & Komunikasi Korporat
✓ 24 – 30 Nov 2022 (5 hari)	<b>Unit Perpustakaan Digital</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Hilme Abdul Rahman (Pembantu Pustakawan Kanan)	Unit Institusi Repositori
✓ 01 – 07 Dis 2022 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Pn. Nordelina Zulkarnain (Pustakawan Kanan)		Pn. Wan Fatimah Wan Hamid (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
✓ 08 – 14 Dis 2022 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Hamizur Hussin (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
✓ 15 – 21 Dis 2022 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Pn. Nordelina Zulkarnain (Pustakawan Kanan)		Pn. Maizatul Akmal Muhammad (Pembantu Pustakawan Kanan)	Unit Sumber Bercetak
✓ 22 – 29 Dis 2022 (5 hari)	<b>Unit Perancangan &amp; Pembangunan Perpustakaan</b> Pn. Nordelina Zulkarnain (Pustakawan Kanan)		En. Mustazim Mustapa (Pembantu Pustakawan Kanan)  En. Che Hasnan Che Idris (Pembantu Pustakawan Kanan)	Unit Sumber Elektronik & Projek RDA

02 – 11 Jan 2023 (8 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Mohd Ridzuan Ramli (Pembantu Pustakawan Kanan)	Unit Perancangan Strategik & Institusi Repositori
12 – 23 Jan 2023 (8 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		Pn. Amesutiny Mohd Subry (Kerani Kanan)	Unit Pentadbiran Organisasi
24 – 26 Jan 2023 (3 hari)	<b>Unit Pentadbiran Organisasi &amp; Perancangan Strategik</b> Pn. Norfitriah Mat Seman (Pustakawan Kanan)		En. Nik Mohd Faizal Ibrahim (Pembantu Operasi)	Unit Pentadbiran Organisasi
29 – 31 Jan 2023 (3 hari)	<ul style="list-style-type: none"> <li>Mohon sediakan laporan bagi setiap tempat/lokasi praktikal dan serahkan satu salinan kepada Ketua Timbalan Pustakawan</li> </ul>			

- Ketua Unit pastikan staf yang terlibat menepati tarikh latihan praktikalnya, supaya pelajar dapat mempelajari dan mendalami tugas-tugas di perpustakaan.
- Tugasan khas :
  - Kaji selidik kepuasan pelanggan
  - Sesi perkongsian ilmu / Program Live
  - Pameran/ Taklimat
  - Penganjuran Program Khas
- Menyusun buku setiap pagi bermula 8.00 pagi – 8.30 pagi
- Membantu tugas di kaunter (Jika Perlu)
- Bertugas pada hujung minggu (Jika Perlu)

Disediakan oleh :

**Norfitriah Bt Mat Seman**  
Pustakawari Kanan  
Perpustakaan Tengku Anis  
UiTM Cawangan Kelantan

Disemak dan diluluskan :

**Pn. Alina Bt Hussein**  
Timbalan Ketua Pustakawan  
Perpustakaan Tengku Anis  
UiTM Cawangan Kelantan

# **PRACTICAL TRAINING LOG BOOK**



**UNIVERSITI  
TEKNOLOGI  
MARA**

# Instructions

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

## **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 previous 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:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink
3. Entries are made within a week of the work to which they refer.
4. 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 school for grading

## **Recording**

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged
2. Relevant sketches, data and circuit diagrams
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.



1. Student's Name : NORDALILA ISMA BINTI MAT HUSSIN
2. Date & Place of Birth : 11/03/1999 & Hosp. Sultanah Aminah
3. UiTM I/C No. : 2020465346
4. Course : Im244 / Library Management
5. Year : 2022/3 **Part** 7
6. Home Address : NO.44. Jalan Ho setia '13, Taman setia Indah  
81100, Johor Bahru. Johor
7. Address During Practical Training: Lot 3037, Depan UiTM  
Machang, Yampung Belukar, 18500 Machang, Kelantan
8. Place of Training : Peupustakaan Tengku Amir, UiTM Machang
9. Name of Supervisor In-Charge : Puan. Norfitriah Mat Seman
10. Duration of Training  
From: 1 September 2022 To: 31st January 2023

**FOR OFFICE USE ONLY:**

**11. Remarks: [Dean/ Course Tutor]**

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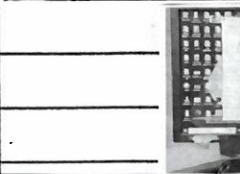



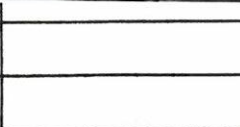
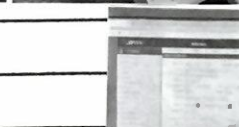
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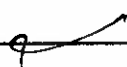
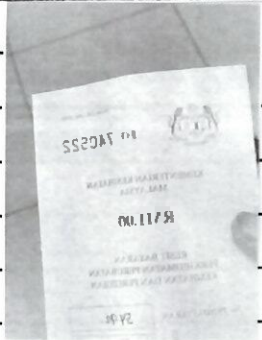
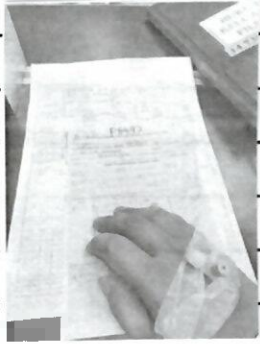

Date	Exact Nature of Work Done	Supervisors Remarks
1 September 2022	Administration Center, UiTM Machang	
	On September 1, 2022. I reported to the UiTM	
	Machang administration center at 7:30 am. I was asked	
	to fill out a form and given a punch card. Then it was	
	taken to the Tengku Anis Library and been introduced to	
	each unit in the library. Next, I was introduced by:	
	..	
	- Puan Norfitriah Mat Jeman as my senior librarian and	
	supervisor in <del>it</del> industrial training.	
	- Mrs. Alina Hussein as the deputy head librarian who every much	
	welcomed and gave us advice so that we carry out	
	duties with a sense of responsibility.	
	Finally, I was asked to sit in a discussion room	
	with other industry training colleagues.	
	 	
	 	




Date	Exact Nature of Work Done	Supervisors Remarks
4 September 2022	Library Service Unit, PTA "Story Box & RFID"	
	On September 4, 2022, early in the morning I was invited by Mrs. Nurfitriah Mat Seman to join breakfast with her. After that, I will start my task which is:	
	- Arrange books on shelf F as 15 books	
	- Unit introduction session by the head of the library service unit, Dr. Muslim	7
	- He asked me to prepare a story box on how to use OPAC	<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan.</p>
	- Mr. Rosli asked for help in pasting RFID tags.	
	Before going home, Mrs. Nurfitriah Mat Seman asked us to take a picture in the independence building section.	
		
		
		
		

Date	Exact Nature of Work Done	Supervisors Remarks
5 September 2022	Library Service Unit, PTA	
	"RFID"	
	On September 5, 2022 - I will start my duties	
	which are :	
	- Arrange books on shelf as 15 books.	
	- Desk tidying session	
	- Start updating the task I need to complete	
	- Fixed story box about how to use OPAC requested by	
	Dr. Muslim	
	- continuing the task of affixing RFID tags to 45 books	
	Before going home, I added a few notes to be	
	updated in my report.	
	 	



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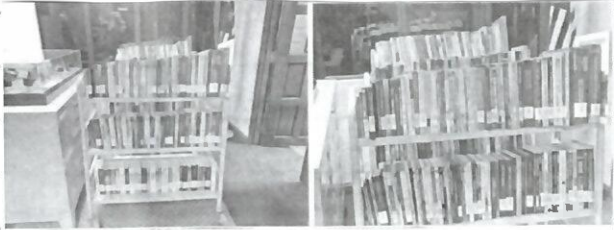


Date	Exact Nature of Work Done	Supervisors Remarks
6 September 2022	Emergency Leave (mc)	
8 September 2022	<p>On September 6, 2022, I had a pain in my leg that caused swelling that made it painful to walk. However, I have been given leave for 3 days from September 6, 2022 until September 8, 2022. Here, I am also including some pictures.</p>	
		<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p>
		
		





Date	Exact Nature of Work Done	Supervisors Remarks
11 September 2022	Library Service Unit, PTA	
	"MEETINGS ON BULK LOAN PROGRAM"	
	On September 11, 2022 - I will start work with:	
	- Arrange books on shelf 12 as 15 books	
	- Dr. Muslim held a meeting to discuss and explain the scope of work for the bulk loan program that will be carried out on September 15, 2022.	
	- Mr. Hamka asked for help in finding books on the bookshelves like religious books, motivational book and novels	
	- Dr. Muslim told me to save draft of the task given for the day	
	Finally, Mr. Hamka asked me to fill 4 trolleys with books-	
		
		
		


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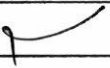


Date	Exact Nature of Work Done	Supervisors Remarks
12 September 2022	Library Service Unit - PTA	
	" HELP MR.ZAILANI ARRANGE BOOKS "	
	On September 12, 2022 . I will start work With:	
	- Arrange books on shelf B as 15 books	
	- After that, I will arrange the desk and write task for today.	
	- Met Mr. Zailani to get some information from his side and he teaches and shows the way (RDT)	2
	- He also asked me to arrange the books on the trolleys next to the bookshelves	
	- Sorting books according to their call number will make it easier to arrange books on the shelves on the next day.	
		
		<p>MUSLIM ISMAIL @ AHMAD  Pustakawan Kanan  Perpustakaan Tengku Anis  Universiti Teknikal Malaysia Cawangan  Kelantan</p>
		

Date	Exact Nature of Work Done	Supervisors Remarks
13 September 2022	Library Service Unit, PTA	
	"Arrange the Bulk Loan Program"	
	On September 13, 2022, I will begin work with:	
	- 8 am, appointment at Machang Hospital	
	- Arrange books on the shelves, 15 pieces.	
	- Arrange books in 4 trolleys and arrange the books neatly	
	- Mr. Hamka asked to find a new trolley for Bulk Loan Program	R
	- Received an order from Phan Norfitriah Mat Seman to restoration the Bulletin board of PTA	
	- Then, enter the book data in the check out Book Section	
	Finally, unable to complete the loan process due to internet problems.	
		
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		Perpustakaan Tengku Anis
		Universiti Teknologi MARA Cawangan Kelantan.



Date	Exact Nature of Work Done	Supervisors Remarks
14 September 2022	Library Service Unit, PTA	
	"Entering data of Books of Bulk Loan Programs"	
	On September 14, 2022, I will start my duties with:	
	- Arrange books on the shelves 10 as many as 20 books	
	- I resumed the task of entering data for a book loan of 4 carts	
	- Each cart should contain motivational, religious and novel themes	
	- Each trolley must have 150 books	
	- The data is used to make the book not lost and recorded in Libsys PTA-system	
	Finally, I couldn't complete the last due to lack	
	of time	
		
		<p>MUSLIM ISMAIL @ AHMA Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kuantan</p>
		
		

Date	Exact Nature of Work Done	Supervisors Remarks
15 September 2022	Library Service Unit, PTA	
	"Semarak Kemerdekaan Events"	
	On September 16, 2022, I will begin work with:	
	- This morning, there is no yasin reading and book sorting	
	- This day, I and all staff were involved in the "Semarak Kemerdekaan" program.	
	- I met Dr. Muslim to give the Log Book to be signed by him.	
	- I also reminded him that I was on vacation for 2 days, September 18 and 19 because I was involved with the 94 <sup>th</sup> convocation.	↖
	Finally, Dr. Muslim congratulated me on my convocation day.	
		<b>MUSLIM ISMAIL @ AHMAD</b> Pustakawan Rakan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
18 September 2022	Involved to the 94 <sup>th</sup> Convocation Day	
-	" Absent from work "	
19 September 2022		
	<p>On the 18<sup>th</sup> and 19<sup>th</sup> of September - I was absent from work because I was involved with the 94<sup>th</sup> Convocation Day at UiTM Shah Alam at 12:30 in the afternoon. The ceremony went smoothly and I was able to gather with my classmates during the diploma, 3 years ago. Here are the pictures throughout my convocation day:</p>	
		
		<p>MUSLIM ISMAIL @ AHMAD Pustakawan Kanan Perpustakaan Tengku Anis Universiti Teknologi MARA Cawangan Kelantan</p>
		

Date	Exact Nature of Work Done	Supervisors Remarks
20 September 2022	Library Service Unit, PTA	
	"Check Out Process"	
	On September 20, I will begin my duties with:	
	- Arrange books on shelves 182 as many as 25 books	
	- I prepared the remaining 1 book trolley to be borrowed	
	which will go through the "Check Out" process	
	- I helped wrap books for the Blind with Book Activity	✓
	- Mrs NorAfiyah told us to clean the mug and put a PTA	
	sticker on the mug	
	- Azim gave me a note for me to copy about the meeting	
	agenda for the CSR Program which be held on CSR	
	Program which be held on 26 until 27 September 2022	
	Finally, I went to retrieve my Book log on	
	Dr. Muslim:	MUSLIM ISMAIL @ AHMAD
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		Perpustakaan Tengku Anis
		Universiti Teknologi MARA Cawangan
		Kelantan





Date	Exact Nature of Work Done	Supervisors Remarks
22 September 2022	Library Service Unit, PTA	
	"Help Mrs Norfitriah to make 20 questions"	
	On September 22, I will begin my duties with:	
	- Arrange books on shelves 1 and 2 as 25 books	
	- After that, I joined Yasim's reading	
	- Then, Mrs Alma Hussein gave an order about 2 visit day	
	- Mrs Norfitriah Mat Roman asked to make 20 question according to the slide given	9
	- The visitor are from SMK Hamzah 2 and University Air Langgar	
	Finally, I prepare my daily task report until I get home from work.	



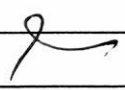
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Date	Exact Nature of Work Done	Supervisors Remarks
25/9/2022	Library Service Unit, PTA	
	"Prepared Gifts"	
	On September 25, I will begin with:	
	- Arrange 25 books on shelf 7	
	- I continued wrapping gifts for the SMK Pangkal Meleret CSR Program.	
	- I also discussed about group projects	
	- Help Mrs. Fifi wrap the gifts and arrange the gifts in the unit section of catalog to put in the truck	
	- Prepare letters in the archive section	
	- Ready to print and paste on cardboard	
	Finally, I finished cutting the letters until it was time to go home.	



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Date	Exact Nature of Work Done	Supervisors Remarks
26/9/2022	Library Service Unit/PTA	
	"Preparing Letters"	
	On September 26, I will begin my duties with:	
	- Arrange 25 books on shelf 7	
	- I and Syazwani continued cutting the letter of Archive section	
	- I was helped by Mr. Waqie and Mr. Zul	
	- I also fixed warning from Mr. Zul for letter clipping	
	- Mr. Zul also explains to us how to arrange and the correct colors to use next.	
	Finally, I finished cutting the letters until it was time to go home.	




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Date	Exact Nature of Work Done	Supervisors Remarks
27/9/2022	Library Service Unit, PTA	
	" CSR Program "	
	On September 27, I will begin my duties with:	
	- Mrs. Azlina took us to SMK Pangkal Meloret	
	- After breakfast, we started pasting the writing. We had prepared on the wall above the school resource center	
	- The total number of the letter is 5 words that contain words of encouragement	
	- We are ready to paste only 3 words before it's time to go home	
	- Arriving at the Tengku Anis library, Mr. Hamka asked for my help to enter the book return data for the Blind Date with Book Program	
	Finally, I prepare it until it's time to go home	~






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Date	Exact Nature of Work Done	Supervisors Remarks
28/9/2022	Library Service Unit, PTA	
	"CSK Program"	
	On September 28, I will begin my duties with:	
	- Today, I was sent by Mr. Hamka to JAK Pangkal	
	Mekyot	
	- I and 9 other PTA staff were asked by Mrs Alina	
	Husein to come back to the school resource center	
	- Azim started measuring the wall helped to by Sharmila	
	before they started pasting the letters	
	- Syazwani and I helped Mr. Wan in organizing books	
	according to DDC tagging	
	- Then, organize the directory and change the old	
	tagging to the new one	
	- Returning to PTA, Mr. Zailani helped me in the	
	process of damaged books	
	Finally, talk about the group project.	

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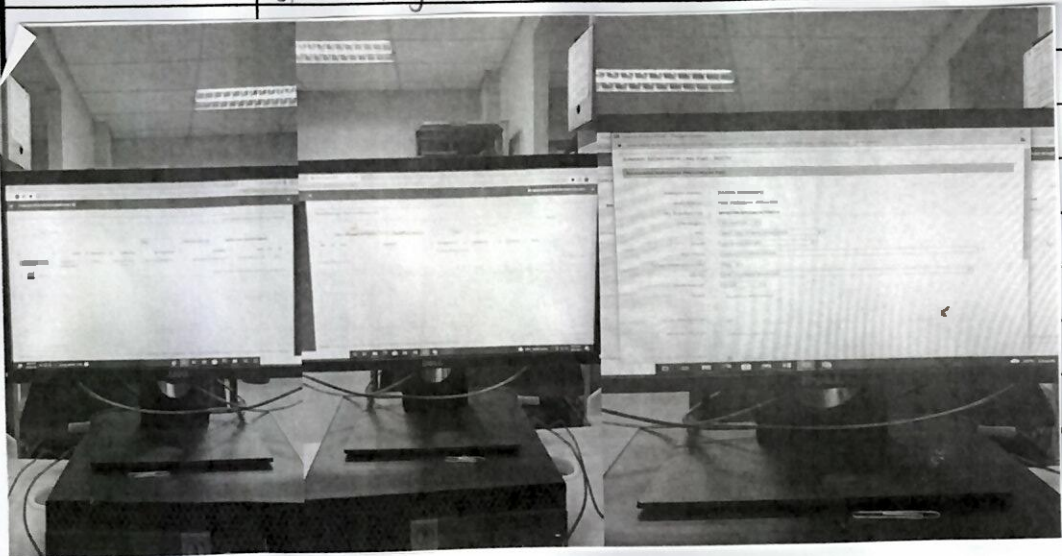



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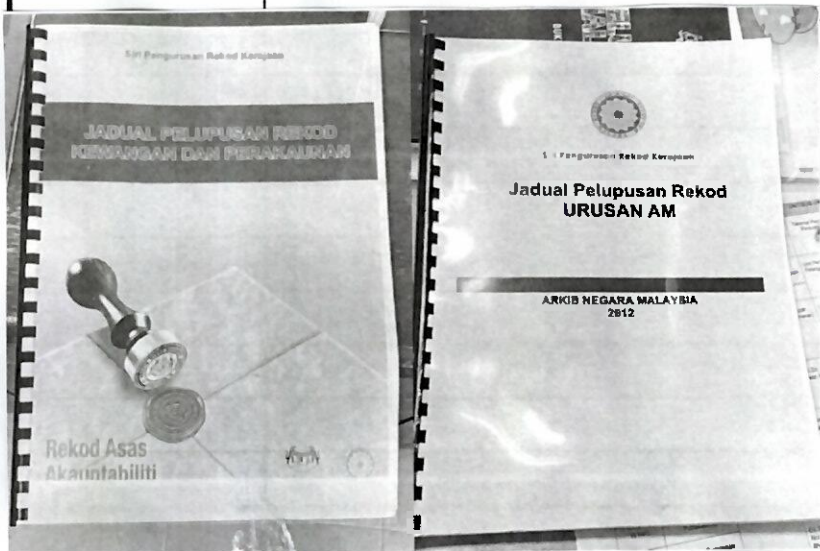
Date	Exact Nature of Work Done	Supervisors Remarks
29/9/2022	Library Service Unit, PTA " Help Mrs. Azvina "	
	On September 29, I will begin my duties with:	
	- Arrange 15 books on shelf 2	
	- Then, join reading tasin	
	- Mrs Azlina asked me to help her to make slide related to the book lending category at PTA	
	- Dr. Muslim asked me to help Mrs Azvina in acting out the way for new students to enter the PTA.	
	- Meeting at the archive unit, distribution of handouts from SMK Pangkal Melerat	
	- After the break, discuss the program with PTA.	
	Finally, I prepare the report log book until it is finished until it is time to go home	
		<p data-bbox="1089 1559 1426 1670"> <b>MUSLIM ISMAIL @ AHMAD</b>  Pustakawan Kanan  Perpustakaan Tengku Anis  Universiti Teknologi MARA Cawangan Kelantan. </p>

Date	Exact Nature of Work Done	Supervisors Remarks
2/10/2022	Archive Unit, PTA	
	"Metadata Process"	
	On October 2, 2022. I will begin my duties with:	
	- Arrange 15 books on shelf 4	
	- Then, I and some other staff will participate in the PTA introduction program for new students	
	- Program session on Mobile Apps PTA which will last for 2 hours	
	- The target number of students who will register on the app is 2000 people	
	- After the break, I continued the task of entering information at the file reception	
	- Next, Mr. Waqie taught how to use metadata	
	Finally, I complete the metadata process until the end of working hours.	


**ALINA BT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UITM Cawangan Kelantan.





Date	Exact Nature of Work Done	Supervisors Remarks
3/10/2022	Archive Unit, PTA	
	"Introduction about Archive Unit"	
	On October 3, 2022. I will begin my duties with:	
	- Arrange 15 books on shelves 1, 2 and 3	
	- Mr. Waqie briefed about the archive unit through the slide he prepared	
	- Mr. Waqie asked to print the acceptance file and metadata for my reference purposes.	
	- Mr. Waqie asked to read the slide	
	- Then, Mr. Waqie asked for record of the study file in one box using the File Record Reception System	
	- Meeting with Mrs. Hafitiah Mat Seman	
	- Finally, I continue to enter the receipt file.	

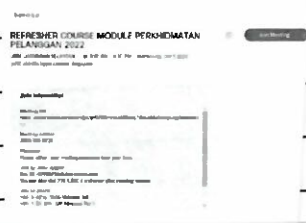


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 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
4/10/2022	Archive Unit, PTA	
	"Scanner Machine"	
	On October 4, 2022 - I will begin my duties	
	with:	
	- Arrange 25 books on shelves 2 and 3	
	- Then, I met a practical training partner who just registered today	
	- I started to update the pictures to put in the report	
	- After break, I continued the task of entering information	
	at the reception of files and metadata on AMS system	
	- Next, Mr-Waqie taught how to use scanner machine	
	- I was asked to scan the paper in the student's file	
	Finally, I complete the paper scanning process	
	until the end of working hours	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.





Date	Exact Nature of Work Done	Supervisors Remarks
5/10/2022	Archive Unit, PTA	
	"Watermark Process"	
	On October 5, 2022. I will begin my duties with:	
	- Arrange 15 books on the second floor on shelf 4	
	- Then, I and some other staff will participate in the 2022 Customer Service Modul	
	- Program session on customer service for 5 hours	
	- Then, Mr. Wagle teaches how to make a watermark on paper that has been scanned	
	- After the break, I continued the task of entering the watermark	
	Finally, I complete the watermark process until the end of working hours.	



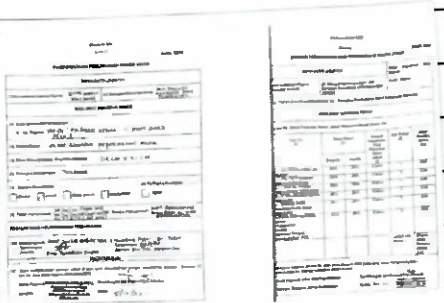




**ALINA BT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UTM Cawangan Kelantan.






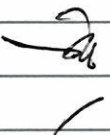


Date	Exact Nature of Work Done	Supervisors Remarks
6/10/2022	Archive Unit, PTA "CSR Meeting"	
	On October 6, 2022, I will begin my duties with:	
	- Arrange 15 books on the second floor on shelf 4 with Mr. Waqie.	
	- After the break, I joined the meeting for the next CSR Program with SMK Hamzah 2	
	- This program session emphasizes the responsibility of students in finding materials in the library	
	- Then, Dr. Muslim explains in more detail about the activities we will carry out	
	Finally, I completed the watermark process until the end of working hours.	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.




Date	Exact Nature of Work Done	Supervisors Remarks
10/10/2022	Archive Unit, PTA "Mr. Waqie teach reference note"	
	On October 10, 2022 - I will begin my duties with:	
	- Arrange 15 books on the second floor on shelf 4 with Mr. Waqie.	
	- Then, I continue of making watermarks	
	- After that, Mr. Waqie briefly explained how to write a reference note that will be attached with the document application letter that will be disposed of	
	Finally, I completed the watermark process until the end of working hours	 
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.
		

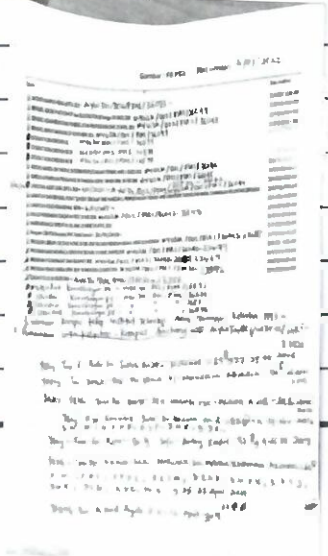
Date	Exact Nature of Work Done	Supervisors Remarks
11/10/2022	Archive Unit - PTA	
	"Meeting LOK Program"	
	On October 11, 2022. I will begin my duties	
	with:	
	- Arrange 15 books on the second floor on shelf 4 with Mr. Wagie	
	- Then, I continued on making watermarks	
	- After that, Mr. Wagie explained about our library tour for the CSR program	
	- Then, we met together with Mr. Hamka about LOK program.	
	- Here, we were given quite a detailed instructions before starting the activities of the next day.	
	Finally, I completed the watermark process until the end of working hours.	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
12/10/2022	Archive Unit - PTA "CSR Program with SMK Hamzah 2"	
	On October 12, 2022 - I will begin my duties with:	
	<ul style="list-style-type: none"> <li>- PTA will welcome 107 students from 6 for the CSR Program of SMK Hamzah 2.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Then, I was instructed to take 10 students for a library tour.</li> </ul>	
	<ul style="list-style-type: none"> <li>- After that, I became the facilitator for group 6.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Among the contents of the program are lectures and also exercises in groups.</li> </ul>	
	Finally, the program ends with the distribution of souvenirs and gifts to all groups.	 
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
13/10/2022	Archive Unit, PTA	
	"Celebration Maulud"	
	On October 13, 2022 - I will begin my duties with:	
	- This morning, we will celebrate maulud -	
	- Then, I was instructed to call students to enliven the program together	
	- After that, we listen to the talk and recite the "Selawat Nabi" -	
	- Mr. Wagie explained and show to me the public record disposal form -	
	Finally, I continued working until it was time to go home.	
		<p><b>ALINA BT HUSSEIN</b>  Timbalan Ketua Pustakawan  Perpustakaan Tengku Anis  UITM Eawangan Kemaman.</p> 

Date	Exact Nature of Work Done	Supervisors Remarks
16/10/2022	Archive Unit, PTA "Collection Material"	
	On October 16, 2022. I will begin my duties with:	
	- I will arrange 15 books on the 2nd floor.	
	- Mr. Wagie asked me to print a reference on how to enter collection material acceptance data such as picture.	
	- After that, Mr. Wagie asked me to make a list of collection materials in Microsoft Word.	
	- After that, he asked me to enter the receipt in the AMS system.	
	- I met Mrs. Norfitriah Mat Seman to ask about the final assignment.	
	Finally, I continued the work of arranging books to be disposed of until it was time to go home.	

  
**ALINA BT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UTM Cawangan Kelantan.


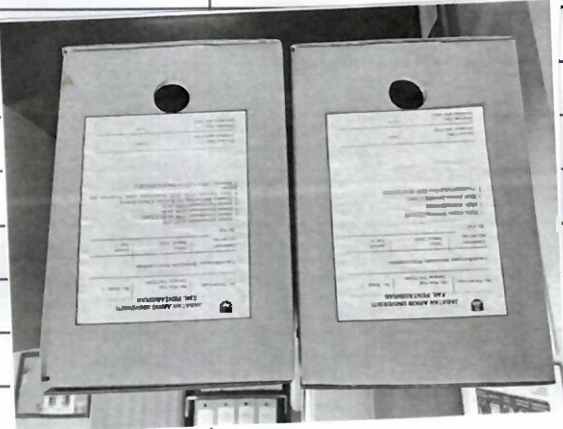




**ORGANISASI PEMBELAJARAN REKREASI  
 JABATAN ANKAS UNIVERSITI**

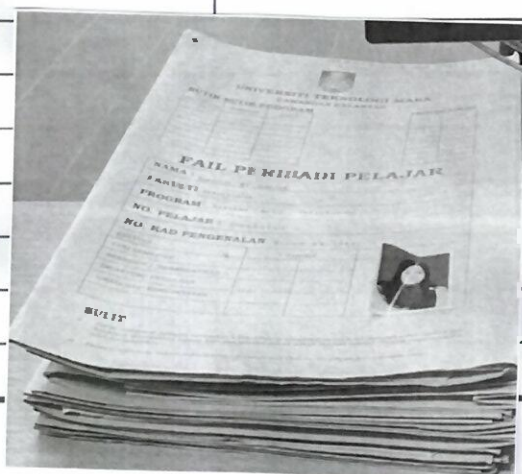
1. Bahagian Pustaka & Perpustakaan  
 2. Bahagian Penyelidikan & Pengajian  
 3. Bahagian Penyelidikan & Pengajian  
 4. Bahagian Penyelidikan & Pengajian

NO	NO. BUKU	JUDUL BUKU	TANGGAL	LOKASI	STATUS	REMARKS
08	0001	...	2021	...	...	...
09	0002	...	2021	...	...	...
10	0003	...	2021	...	...	...
11	0004	...	2021	...	...	...
12	0005	...	2021	...	...	...
13	0006	...	2021	...	...	...
14	0007	...	2021	...	...	...

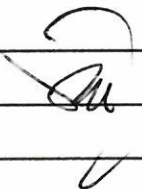
PERPUSTAKAWAN  
 LOG BOOK

Date	Exact Nature of Work Done	Supervisors Remarks
17/10/2022	Archive Unit, PTA	
	"Adjust sticker Form"	
	On October 17, 2022- I will begin my duties with:	
	- I will organise 15 books in level 2.	
	- Mr. Wagie asked me to photocopy the reference paper for the document.	
	- After that, Mr. Wagie asked me to put the documents in the box.	
	- Furthermore, he asked me to adjust the form for the sticker on the box.	
	- After the break, I went to print the box sticker first.	
	- Then, I continued to paste the sticker on the box.	
	Finally, I continued working until I put the books together to be disposed of when I got home.	
		 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan.
		
		

Date	Exact Nature of Work Done	Supervisors Remarks
18/10/2022	Archive Unit, PTA	
	"Edit Tagging by Canva"	
	On October 18, 2022. I will begin my duties with:	
	- I will organize 15 books on level 2.	
	- In early morning, I completed the assembly work of 2 boxes that will be used to store record documents.	
	- After that, Mr. Wogie asked me to put the document in box	
	- finish break, I continued fill the acceptance of the student file in AMS System	
	- I continued task of filling the data and then Mr. Wogie asked me to edit tagging on the archive shelf using the Canva application.	
	Finally, I continued working until I put the books together to be disposed of when I get home.	 <b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.



PROGRAM PANG  
LOG

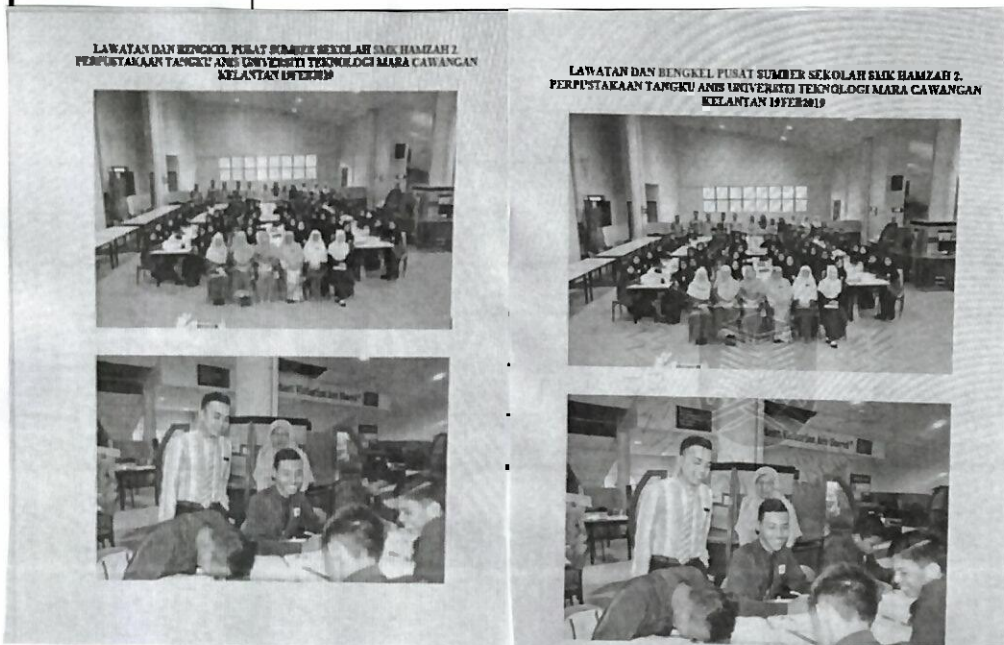
Date	Exact Nature of Work Done	Supervisors Remarks
14/10/2022	"Archive Unit, PTA"	
	"Prepare Watermark"	
	On October 14, 2022. I will begin my duties	
	with:	
	- I will organize 15 books on level 2.	
	- Early in the morning, Mr. Waqiz asked me to prepare a	
	watermark on the student's life.	
	- After that, I searched for an orphanage	
	- Then, I list all the orphans in Kelantan who are	
	registered with JKM.	
	- After the break, I want to print the list to distribute	
	to my teammates.	
	Finally, I met my friends until it was time	
	to finish work.	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.





Date	Exact Nature of Work Done	Supervisors Remarks
20/10/2022	Archive Unit, PTA	
	"Editing the pictures"	
	On October 20, 2022, I will begin my duties	
	with:	
	- I will organize 15 books in level 2-	
	- Early in the morning, Mr. Wagle asked me to edit	
	pictures of some activities carried out by PTA.	
	- After that, the image will be entered with a	
	watermark and also a password	
	- Mia and Bella come to discuss the program with	
	the students	
	- I continued editing the pictures	
	In the end, I continued working until	
	the end of the day.	

*[Handwritten Signature]*

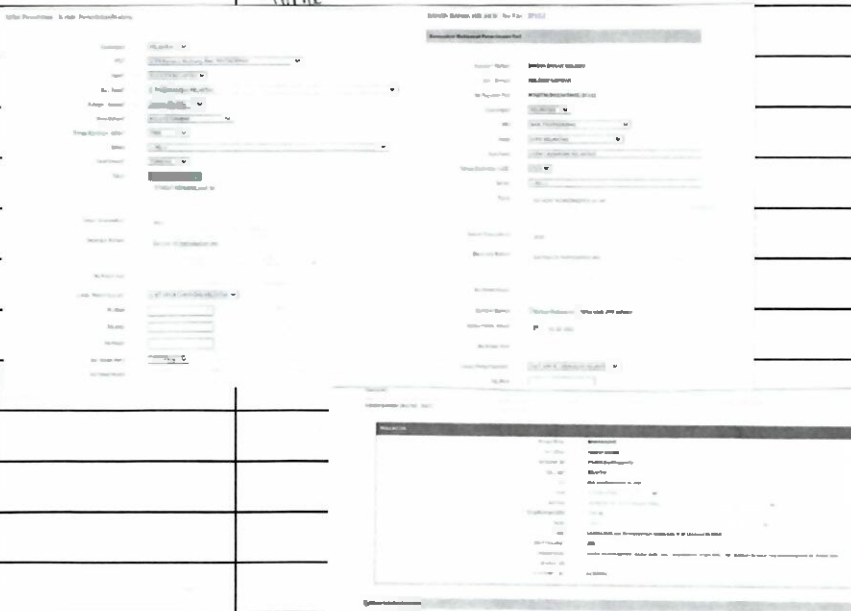


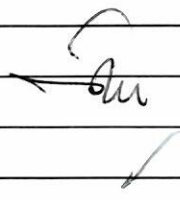
**ALINA BT HUSSEIN\***  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UTM-Cawangan Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
23/10/2022	Archive Unit, PTA	
	"Registered on AMS system"	
	On October 23, 2022. I will begin my duties	
	with:	
	- I will arrange 15 books on the 2nd floor with	
	Mr. Waqie	
	- Mr. Waqie asked me to print some application	
	letters for disposal of documents	
	- After that, I continue editing picture and watermark	
	- Then, I will registered the picture in the AMS system	
	In the end, I continued the document	
	registration work for photo <del>the</del> collection until back	
	home.	

*Handwritten signature*


**ALINA BT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UTM Gempangan Kelantan



Date	Exact Nature of Work Done	Supervisors Remarks
25/10/2022	Archive Unit, PTA	
	"International Seminar Program"	
	On October 25, 2022: I will begin my duties	
	with:	
	- Today, all staff will be involved with the International	
	Seminar on Spiritual Development through a	
	Psychospiritual and Counseling approach	
	- Dr. Muslim asked me to distribute brochures to VIP	
	guests.	
	- After the break, Mrs. Norfitriah Mat Seman asked us	
	to prepare the paperwork for the Two Days with PTA.	
	- All of us start editing each part until it is ready.	
	I completed my work until it was time to <del>leave</del>	
	return.	

**ALINA BT HUSSEIN**  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UITM Cawangan Kelantan.






Perpustakaan  
Tengku Anis  
Cawangan Kelantan  
Kampus Machang

**KERTAS KERJA KELULUSAN PROGRAM TODAY WITH PTA (HARI BERTEMU PELANGGAN)**



**1.0 PENDAHULUAN**  
 Kertas kerja ini disediakan adalah bertujuan untuk memohon kelulusan YBhg. Prof. Rektor bagi menjalankan Program Today with PTA: Hari Bertemu Pelanggan dengan menggunakan medium bersemuka dan atas talian di Perpustakaan Tengku Anis kepada pelajar URTM Cawangan Kelantan Kampus Machang.




**2.0 LATAR BELAKANG**  
 2.0 Program ini adalah merupakan satu inisiatif Perpustakaan Tengku Anis (PTA) dalam membudayakan ilmu dan perkongsian pengetahuan bagi menyemarakkan lagi semangat belajar serta menarik minat pelajar untuk mengunungi seluas-luasnya menggunakan perkhidmatan Perpustakaan Tengku Anis (PTA) khususnya dalam pencarian maklumat dengan berkesan.



Date	Exact Nature of Work Done	Supervisors Remarks
26/10/2022	Archive Unit, PTA	
	"Maahad Syamsul Maarif (P)"	
	On October 26, 2022. I will begin my duties with:	
	- Today, PTA was <sup>visited</sup> invited by the students of Maahad	
	Syamsul Maarif (P).	
	- Dr. Mwlhm asked to be a facilitator on the bus that	
	carrying the students.	
	- After that, <del>Pta</del> Mrs Norfitriah asking me to help her	
	in presenting gifts to students	
	- End of program, I escorted the teachers back down	
	to the bus stop.	
	I continued my work until it was time to return	
	home.	

ALINA BT HUSSEIN  
 Timbalan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UITM Cawangan Kelantan



Date	Exact Nature of Work Done	Supervisors Remarks
27/10/2022	Archive Unit, PTA	
	"Disposal Process (5.5)"	
	On October 27, 2022. I will begin my duties	
	with:	
	- I will arrange 15 books on level 2 with Mr. Wagle	
	- After that, I learned how to make Jigsaw Puzzle	
	Using Microsoft Word.	
	- I also helped Mr. Wagle in the activity of	
	disposing old documents.	
	- I used a shredding machine for materials	
	such as paper and files.	
	- I helped Mr. Zul in cutting the log book	
	until time to return home.	
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UITM Cawangan Kelantan.

Date	Exact Nature of Work Done	Supervisors Remarks
30/10/2022	Archive Unit, ITA	
	" Book Process "	
	On October 30, 2022 - I will begin my duties with:	
	- I will arrange 15 books on level 2 with Mr. Wagie	
	- I also learned how to make a Jigsaw Puzzle and checked the program paper.	
	- I helped Mr. Wagie photocopy of disposal authorization letter.	
	- After that, Mr. Zul explained about the Volume Unit	
	- Mr. Zul taught how to bind paper and showed the Book Process.	
	I continued my work until it was time to return home:	
		
		
		
		<b>ALINA BT HUSSEIN</b> Timbalan Ketua Pustakawan Perpustakaan Tengku Anis UTM Cawangan Kelantan.



Date	Exact Nature of Work Done	Supervisors Remarks
31/10/2022	Archive Unit, PTA	
	"Book process"	
	On October 31, 2022, I will begin my duties	
	with:	
	- I will <del>arran</del> arrange 15 books on level 2 with	
	Mr. Wogie	
	- After that, Mr. Zul continues to teach how to	
	process the book.	
	- Then, <del>for</del> Mr. Zul provided additional information	
	on the scope of the volume work.	
	- After the break, I looked at the finished	
	book I glued.	
	I continue my work until it was time to	
	return home.	

*[Handwritten signature]*



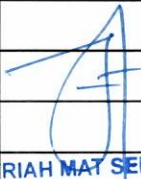
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**ALINA BT HUSSEIN**  
 Timbelan Ketua Pustakawan  
 Perpustakaan Tengku Anis  
 UPTA Cawangan Kelantan.




Date	Exact Nature of Work Done	Supervisors Remarks
	Corporate Communication Unit, PTA	
	Digital Library Department	
1 / 11 / 2022	<p>On November 1, 2022. I will start work in a new unit, the Digital Library Unit which will be supervised by Mrs. Norfitriah Mat Seman. I will arrange 15 books on shelves 1 and 2. After that, another friend and I asked to make some corrections on our paper. We completed the paperwork under the supervision of Mrs. Norfitriah Mat Seman. We managed to complete the paperwork before it was time to get home from work.</p>	
		
		
		<p><b>NORFITRIAH MAT SEMAN</b>  <b>PISTAKAWAN KANAN</b>  <b>PERPUSTAKAAN TENGGU ANIS</b>  <b>UiTM CAWANGAN KELANTAN KAMPUS MACHANG</b>  <b>18500 MACHANG, KELANTAN.</b></p>



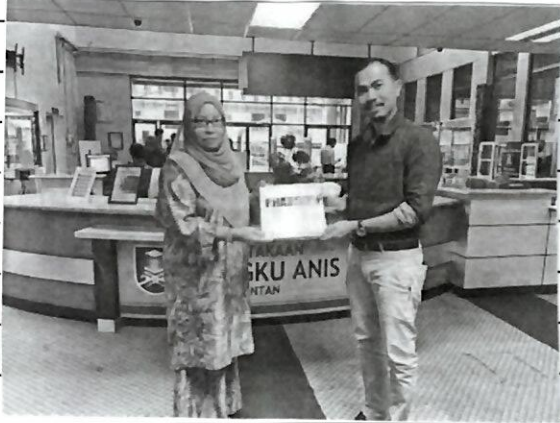







Date	Exact Nature of Work Done	Supervisors Remarks
2/11/2022	Corporate Communication Unit, PTA	
	"Briefing by Mr. Mohd Hazrie"	
	On November 2, 2022. I will start work	
	by arranged 15 books on shelves 1 and 2.	
	After that, I was asked by Mrs. Norfitriah	
	Mat Seman to meet with Mr. Mohd Hazrie Mat Nuri.	
	to be briefed on the scope of his duties. Then,	
	Mr. Mohd Hazrie was involved in the program's	
	webinar rehearsal. I took the opportunity to edit	
	the template for the Spell it Right game. After that,	
	I continued to complete the work until it was time	
	to get home from work.	
		
		
		
		<p>NORFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PUSAT KAWAN KANAN  M CAWANGAN KELANTAN KAMPUS MACHANG  70 MACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
3/11/2022	Corporate Communication Unit, PTA " Webinar Program"	
	<p>On November 3, 2022, I will start work in a new unit by arranged 15 books on shelves 2 and 3- After reading yasin, I was asked by Mrs. Norfitriah Mat Seman to join the Edu Update webinar program = Research Make Easy: Know How ... Then, I continued editing the template for the game Spell It Right. After break, I tried to find a template for the Giant e- Puzzle game until I got home.</p>	
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UTM CAWANGAN MELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
6/11/2022	Corporate Communication Unit, PTA	
	"Edit Paper Work"	
	On November 6, 2022, I began the task of	
	organizing the 18 books on shelf 2. After that,	
	I edited the paper on the equipment and gift budget	
	section. Later, Sharmila and I made a change	
	in the program date. After the break, I looked	
	for details about orphanages registered at JKM and	
	under the Kelantan state. Before returning, I	
	prepared a layout plan for the game place.	
	 Perpustakaan Tengku Anis Kampus Machang	
	KERTAS KERJA KELULUSAN PROGRAM 2 DAYS @ PTA: HARI BERTEMU PELANGGAN	
	PPSM BIL. 11/2022	

  
**NORFITRIAH MAT SEMAN**  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU ANIS  
 UNIVERSITI TEKNOLOGI MARA  
 KAMPUS MACHANG  
 18500 MACHANG, KELANTAN




Date	Exact Nature of Work Done	Supervisors Remarks
7/11/2022	Corporate Communication Unit, PTA "Promote PTA Mobile Apps"	
	<p>On November 7, 2022. I started the task of arranging 12 books on shelf 2. After that, I helped Nabila at the front door of the counter to promote the magazine review contest. Then, Mrs Norfitriah Mat Seman asked me to prepare PTA Mobile Apps to "PTA" User. After the break, I helped Mrs. Norfitriah Mat Seman to repair the activity committee for the next program. Before going back, I finished the work first.</p>	
		 <p><b>NORFITRIAH MAT SEMAN</b>          PUSTAKAWAN KANAN          PERPUSTAKAAN TENGGU ANIS          UTM CAWANGAN KELANTAN KAMPUS MACHANG          18500 MACHANG, KELANTAN</p>
		



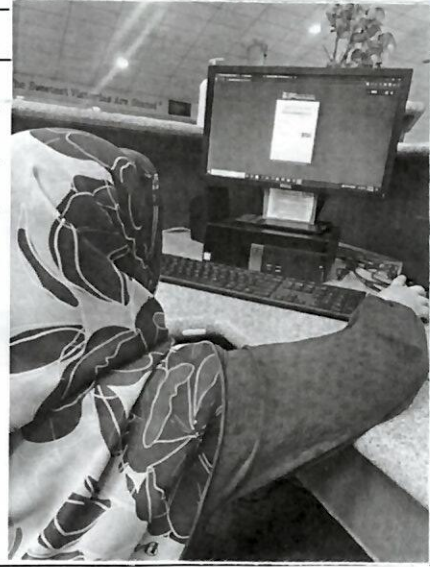
Date	Exact Nature of Work Done	Supervisors Remarks
8/11/2022	Corporate Communication Unit, PTA "Promote Mobile Apps"	
	<p>On November 9, 2022. I started the task by arranging 18 books on shelf 2. After that, I helped Nabila at the front door of the counter to promote the magazine review contest while I promoted PTA's Mobile Apps to PTA Users. After the break, I helped Nabila get snacks at Q-mart for distribution to students who visited our booth. I promoted until it's time to go home.</p>	
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU AHMAD UTM CAWANGAN SELATAN SAMPUL MACHANG 8300 MACHANG, KELANTAN
		

Date	Exact Nature of Work Done	Supervisors Remarks
9/11/2022	Corporate Communication Unit, PTA "Promoted PTA's Mobile Apps"	
	<p>On November 9, 2022. I started the task of arranging 18 books on shelf 2. After that, I helped Nubila at the front door of the counter to promote of magazine review contest while I promoted PTA's Mobile Apps to PTA Users. Then, Mrs. Norfitriah Mat seman called us regarding the paperwork. We went to meet for Mr. Alina Hussein's signature. After the break, I continued to promote until it was time to go home.</p>	


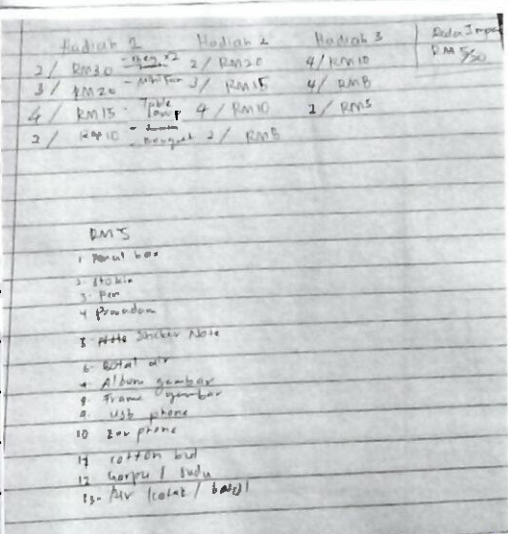
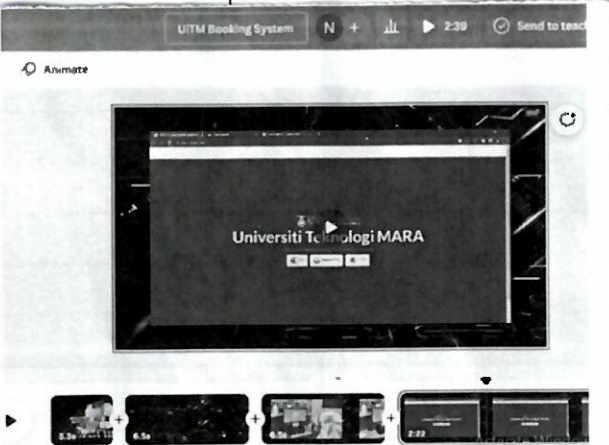


  
**NORFITRIAH MAT SEMAN**  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU ANIS  
 UiTM CAWANGAN KELANTAN KAMPUS MACHANG  
 18500 MACHANG, KELANTAN

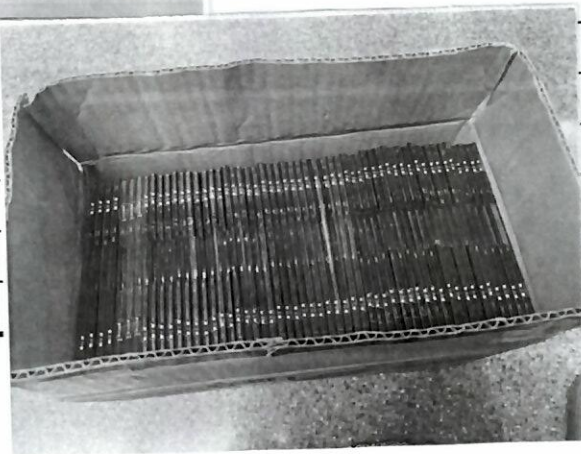
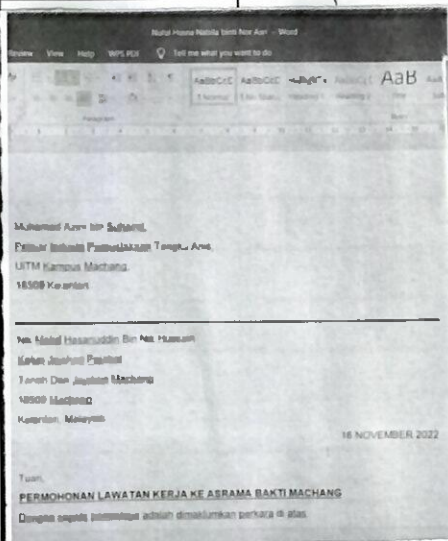
Date	Exact Nature of Work Done	Supervisors Remarks
10/11/2022	Corporate Communication Unit, PTA "Food Sharing @PTA"	
	<p>On November 10, 2022. I started work with the "PTA Food Sharing" program. We arrange food and call students to share food at the Food Sharing @ PTA <del>table</del> table. After that, I helped Nabila at the front door of the counter to promote the magazine review contest while I promoted PTA's Mobile Apps to PTA users. After the break, I continued to promote until it was time to go home.</p>	
	 <p data-bbox="969 1079 1332 1190"> <b>NORFITRIAH MAT SEMAN</b>          PUSTAKAWAN KARAN          PERPUSTAKAAN TENGKU ANIS          ULIN CAMBANGAN KELANTAN KAMPUS MACHANG          18500 MACHANG, KELANTAN       </p>	
		


Date	Exact Nature of Work Done	Supervisors Remarks
14/11/2022	Repository Institutional unit & Corporate Communication, PTA	
	<p>On November 14, 2022. I started the task by arranging 15 books on shelf 4. Mr. Azrie and Mrs. Sazlina asked me to promote Mobile Apps to students in PTA. After that, Miss Sazlina asked me to work on a sentence about the Food Sharing @ PTA program along with a picture of the program. Then, asked Miss Fuzma Mrs. Azrina help to record the process using the UiTM Booking System (CBS) - I do recording work until I get home from work.</p>	 <p>NORFIRIAH MAT SEMAN  PUSATAKAN KANAN  PERPUSTAKAAN TENGGU ANIS  UiTM CAWANGAN KELANTAN KAMPUS BACHANG  18500 MACHANG, KELANTAN.</p>
		







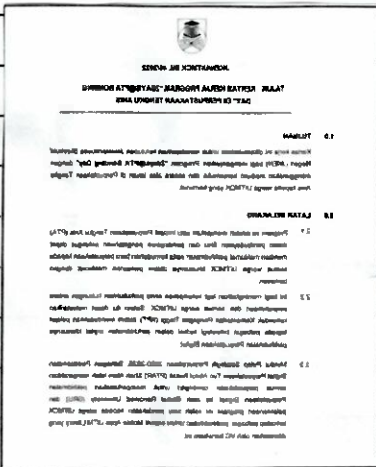

Date	Exact Nature of Work Done	Supervisors Remarks
15/11/2022	Repository Institutional Unit 8 Corporate Communication, PTA	
	"Editing using Canva"	
	On November 16, 2022. I started the task	
	by arranging 15 books on shelf 4. Then, I started to	
	insert the video recording material about the <del>(PSTA)</del>	
	(CUBS) process into CANVA. After that, Mr. Hamka	
	asked me for help at the customer service counter.	
	A few friends and I talked <del>out</del> about gifts for the	
	2 days with PTA program in the archive unit until it	
	was time to get home from work.	
		
		
		
		<p data-bbox="1110 1670 1461 1780"> <b>NORFITRIAH MAT SEMAN</b>            PUSTAKAWAN KANAN            PERPUSTAKAAN TENGKU ANIS            UITM CAWANGAN KELANTAN KAMPUS MACHANG            18500 MACHANG, KELANTAN         </p>


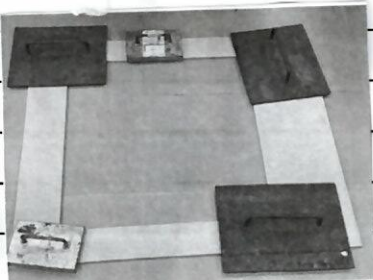

Date	Exact Nature of Work Done	Supervisors Remarks
16/11/2022	Repository Institutional Unit &	
	Corporate Communication, PTA	
	" Accession Number of IR CO- ROM "	
	On November 16, 2022, I started the task	
	by arranging 15 books on shelf 4. Then, Mrs	
	Norfitriah asked me to call the orphanage for the	
	CSR Program. After that, the management of the	
	orphanage asked me to make a letter of application	
	for a visit to the head of the Machang colony.	
	After the break, Mr. Helmi asked me for help to	
	paste the accession number on the IR CO- ROM.	
	I continued my work until it was time to get	
	home from work.	

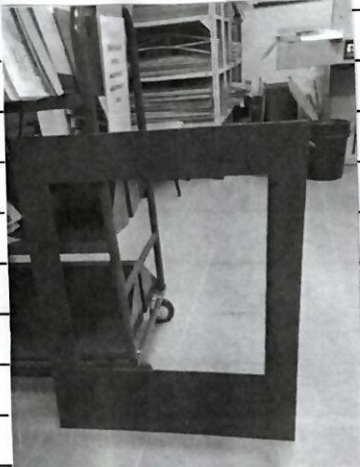




  
**NORFITRIAH MAT SEMAN**  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU ANIS  
 JIHM CAWANGAN KELANTAN KAMPUS MACHANG  
 3500 MACHANG, KELANTAN

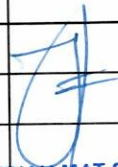
Date	Exact Nature of Work Done	Supervisors Remarks
17/11/2022	Repository Institutional Unit Corporate Communication, PTA "Take Care Office"	
	<p>On November 17, 2022. I started the task by arranging 15 books on shelf 4. Then, Mrs. Norfitriah asked me to take care of the upper office because other staff were involved in a meeting. After that, an hour before they finished the meeting, my friend and I helped prepare their lunch at the PTA dining hall. After the break, I continued editing videos and writing LI reports. I continued my work until it was time to get home from work.</p>	
	<div style="display: flex; justify-content: space-around;">   </div>	<div style="text-align: right;">   <b>NORITRIAH MAT SEMAN</b>                      PUSTAKAWAN KANAN                      PERPUSTAKAAN TENGKU AMS                      UTM CAWANGAN KELANTAN KAMPUS MACHANG                      11500 MACHANG, KELANTAN                 </div>

Date	Exact Nature of Work Done	Supervisors Remarks
21/11/2022	In formation System Unit, PTA	
	"Edited Paperwork & JKEN Agenda"	
	On November 21, 2022. I started the task by	
	arranging 15 books on shelf 4. Then, Mrs. Alina Hussein	
	asked me to make correction on the paperwork and	
	the JKEN Agenda - After the break, Mrs. Alina	
	Hussein asked for help to scan the paperwork to	
	bring to the meeting - I looked for Nona magazines	
	until it was time to get home.	
		
		
		
		<b>NORFITRIAH MAT SEMAN</b> <b>PUSTAKAWAN KANAN</b> <b>PERPUSTAKAAN TENKU ANIS</b> <b>UNIT CAWANGAN KELANTAN KAMPUS MACHANG</b> <b>15110 MACHANG, KELANTAN</b>

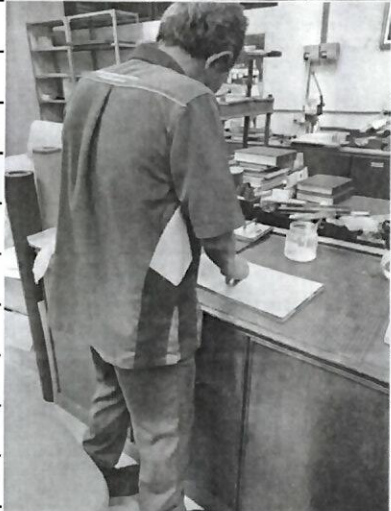


Date	Exact Nature of Work Done	Supervisors Remarks
22/11/2022	Information System Unit, PTA. " Help Mr. Zul doing Photo Booth"	
	<p>On November 22, 2022. I started by arranging 15 books on shelf 4 with friends. Later, I helped Nabila to find Nina and Al-Islam magazines. After that, Mr. Humka asked for help of the Facebook page. After the break, I was asked to help Mr. Zul make a photo booth. We help Mr. Zul until the end of working hours.</p>	
	 	
		 <p data-bbox="1107 1377 1469 1481"> <b>NOORRIHAN MABEMAN</b>  <small>PUSTAKAWAN KANAN  PERPUSTAKAAN TENGKU ANIS  UITM CAWANGAN KELANTAN KAMPUS MACHANG  18500 MACHANG KELANTAN</small> </p>

Date	Exact Nature of Work Done	Supervisors Remarks
23/11/2022	Information System Unit / PTA "Gotong - Royong PTA"	
	<p>On November <del>2022</del><sup>23</sup>, 2022, I started by arranging 15 books on shelf 4 with friends. Then, I was asked to brew water. After that, I helped Mila to eliminate the paper and also helped Bella in making the program report. After the break, I was asked to help Mr. Zul make a photo booth. We help Mr. Zul until the end of working hours.</p>	
		 <b>NORFITRIAH MAI SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGGU ANIS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG KELANTAN.


Date	Exact Nature of Work Done	Supervisors Remarks
24/11/2023	Repository Institutional Unit, PTA	
	"Gotong-Royong Day-2"	
	On November 24, 2022. I started by	
	arranging 15 books on shelf 4 with friends.	
	Today is the second day of mutual aid. I	
	help make water. After that, I helped Mr. Ridwan	
	to tie a label to the herb tree. After the break,	
	I helped limitate the name of the herb tree. After	
	we helped Mr. Zul clean the herb garden together.	
	I prepared the LI reports until the end of	
	working hours.	
		

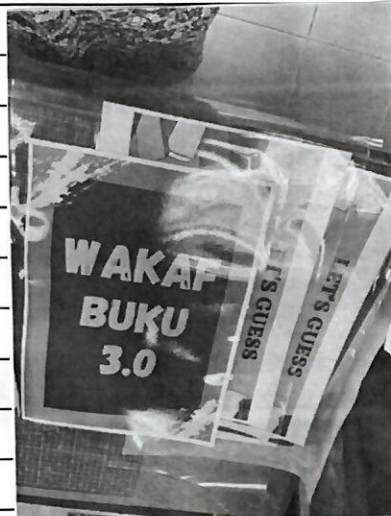


NORFITRIAH MAT SEMAN  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU ANIS  
 UITM CAWANGAN KELANTAN KAMPUS MACHANG  
 18500 MACHANG, KELANTAN

Date	Exact Nature of Work Done	Supervisors Remarks
27/11/2022	Repository Institutional Unit, PTA "Prepared for Photo Booth"	
	<p>On November 27, 2022, I started by arranging 15 books on shelf 4 with friends. Then, I re-edited the tagging material for the "Let's Guess My Weight" contest and the symbol for the PTA Photo Booth. After that, I laminated the ingredients. After the break, I was asked to help Mr. Zul to complete the task for the dream wheel together. I also helped Mr. Wajie to laminate the shelf labels. I completed the task until the end of the working hours.</p>	
		 <b>NOREITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENKU ANIS UTM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN


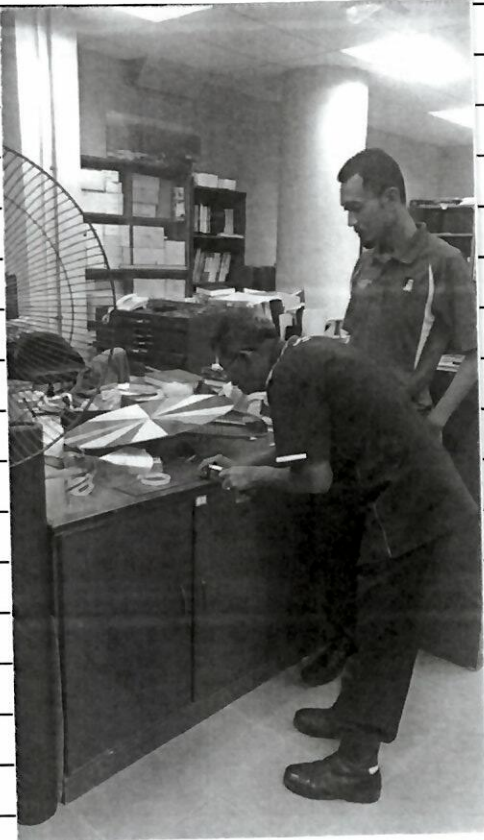






Date	Exact Nature of Work Done	Supervisors Remarks
28 / 11 / 2022	Repository Institutional Unit, PTA	
	"Prepared for Bonding Day @ PTA"	
	On November 28, 2022. I started by arranging	
	15 books on shelves with friends. Then, I continued	
	re-editing the list of materials for gifts for the	
	Program. After the break, I continued working in	
	helping Mr. Zul to complete the task for the	
	dream wheel together. I completed the task	
	until the end of the working hours.	
		 NORFITRIAH MAT SEMAN PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU AMS UITM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN

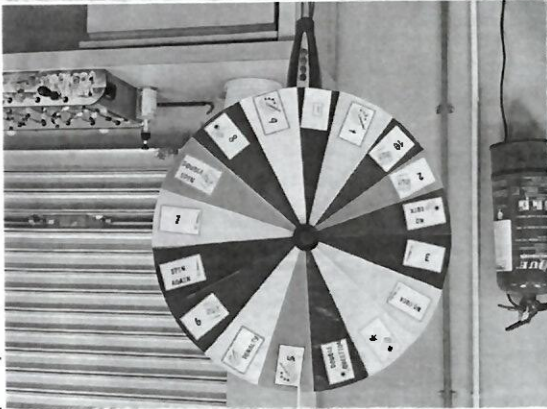
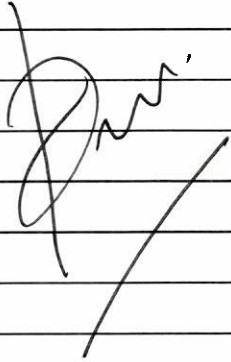


  
 NORFITRIAH MAT SEMAN  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGKU AMS  
 UITM CAWANGAN KELANTAN KAMPUS MACHANG  
 18500 MACHANG, KELANTAN



Date	Exact Nature of Work Done	Supervisors Remarks
24/11/2022	Respository Institutional Unit, PTA "Preparing the Bonding Day @ PTA"	
	<p>On November 29, 2022. I started by arranging 15 books on shelf 4 with friends. Then, I was instructed to help guard the counter with Mr. Jailani. Then, I re-edited the list of materials for gifts for the "2 Days @ PTA Bonding Day" Program. After the break, I was asked to help Mr. Zul to complete the task for the dream wheel together. I completed the task until the end of the working hours.</p>	
		
		<p><b>NORFITRIAH MAT SEMAN</b>  PUSAT KANAN  PERPUSTAKAAN TENGKU ANIS  UIPM CAWANGAN KELANTAN KAMPUS BACHANG  18500 BACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
30/11/2022	Respository Institutional Unit, PTA "Preparing the Bonding Day@PTA"	
	<p>On November 30, 2022- I started by arranging 15 books on shelf 4 with friends. Then, I got involved in a meeting about the "2 Days@ PTA Bonding Day" program. After that, I went to the archive unit to prepare the photobooth and also the dream wheel. Then, I also edited the numbering tagging for the game "PTA Roda Impian". After the break, Mr. Zul asked me to repair the dream wheel together. I completed the task until the end of the working hours.</p>	
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS BACHANG 18500 MACHANG, KELANTAN
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UITM CAWANGAN KELANTAN KAMPUS BACHANG 18500 MACHANG, KELANTAN


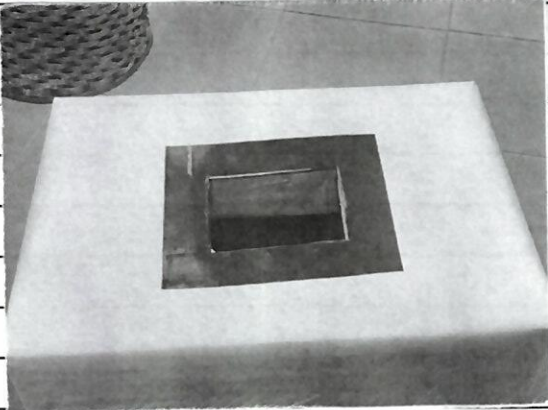
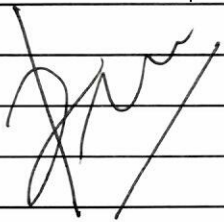
Date	Exact Nature of Work Done	Supervisors Remarks
1/12/2022	Printed Resource Unit, PTA "Preparing Bonding Day Program"	
	<p>On December 1, 2022. I started by arranging 15 books on shelf 4 with friends. Then I was involved in a meeting about the "2 Days @ PTA Bonding Day" program with members of the game committee and the PTARC club. After the break, Mr. Zul asked me to repair the dream wheel together. I completed the task until the end of the working hours.</p>	
		
		<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>




Date	Exact Nature of Work Done	Supervisors Remarks
4/12/2022	Printed Resource Unit, P7A	
	"Preparing Bonding Day Program"	
	On December 4, 2022 - I started by	
	arranging 15 books on shelf 4 with my friends.	
	Then, I fixed the rules for remaining activities.	
	I was asked to <del>be</del> accompany Mrs Norfitriah	
	to go and find gifts for the Bonding Day Program.	
	After the break, I was asked to tag and organize	
	the gifts that had been bought. I completed the	
	task until the end of the working hours.	

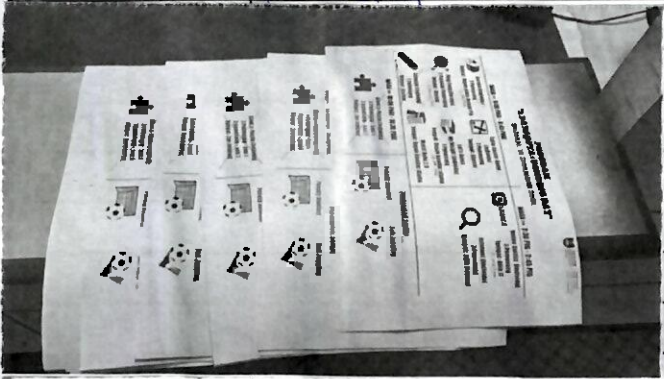


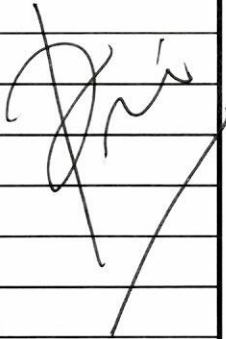


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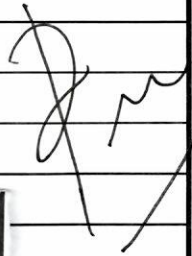


**NORDELINA BT. ZULKARNAIN**  
Pustakawan Kariah,  
Perpustakaan Tengah AHS  
UiTM Kelantan

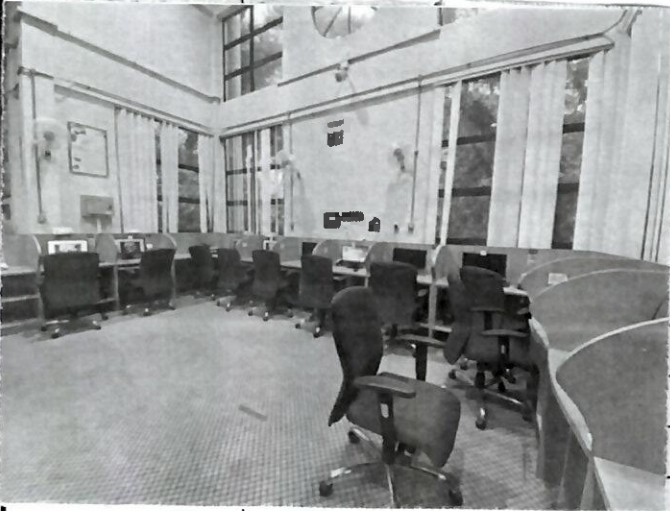
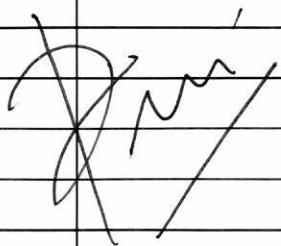


Date	Exact Nature of Work Done	Supervisors Remarks
5/12/2022	Printed Resource Unit, P7A	
	"Preparing Bonding Day Program"	
	<p>On December 5, 2022. I started by arranging 15 books on shelf 4 with friends. Then, Nabila and I went to find books on every shelf for game "Let's Guess My Weight" and "Tiktok challenge". Nabila and I also wrapped the <del>my</del> mystery box for the "Dream Wheel" game gift. I completed the task until the end of work.</p>	
		
		 <p data-bbox="1196 1654 1473 1743"> <b>NORDELINA BT. ZULKARNAIN</b>  Pustaka Kanan  Perpustakaan Tengku Amir  UM Kelantan </p>

Date	Exact Nature of Work Done	Supervisors Remarks
6/12/2022	Printed Resource Unit, P7A "Preparing Bonding Day Program"	
	<p>On December 6, 2022. I started by arranging 15 books on shelfy with friends. Then, Nabila and I went looking for plastic cups for "Juara Cup Pantas" game. At the Archive Unit, Nabila and I also added the color <del>mark</del> marker at the bottom of the cup and arranged it in the box. After that, I went to print "Maggi Bulek 2.0" and "Mystery Box". Then, I went to make gifts ribbons and have <del>an</del> a brief discussion with Farhan about the involvement of PTARL member in the Bonding Day Program. I completed the task until the end of the working hours.</p>	
		
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UITM Kelantan</p>



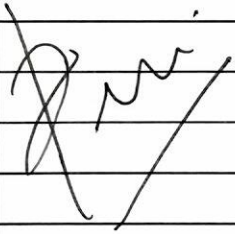



Date	Exact Nature of Work Done	Supervisors Remarks
7/12/2022	Printed Resource Unit, PTA	
	"Preparing Bonding Day Program"	
	December	
	On November 7, 2022, I started	
	by arranging 15 books on shelf 4 with friends.	
	Then, I continued to edit the tagging for each	
	game. After that, Nabila and I went to buy	
	ribbons at the Eco store. After the break, I	
	started the task of attaching the tagging to the	
	gifts. I completed the task until the end of	
	the working hours.	
		
		
		<p data-bbox="1172 1639 1459 1738"><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan KAFAR Perpustakaan Tengku Anis UTM Kelantan</p>







Date	Exact Nature of Work Done	Supervisors Remarks
8/12/2022	Printed Resource Unit, PTA	
	"Preparing Bonding Day Program"	
	December	
	On November 8, 2022, I started by	
	arranging 15 books on shelf 4 with friends.	
	Then, I followed Nabila to pick up Mrs. Nordelina	
	at her house. After that, I and some other staff	
	brought out Ping Pong, Carrom game equipment.	
	After the break, my friends and I went to the	
	Sports Unit to pick up Carrom and Bat. We	
	received a visit from the PTARC Club who came to	
	help in the preparation of the program. I completed	
	the task until the end of the working hours.	
		
		<p data-bbox="1215 1758 1497 1847"> <b>NORDELINA BT. ZULKARNAIN</b>  Pustakawan Kanan  Perpustakaan Tengku Anis  UTM Kelantan </p>

Date	Exact Nature of Work Done	Supervisors Remarks
11/12/2022	Printed Resource Unit, P70	
	"Preparing Bonding Day Program"	
	December	
	On November 11, 2022, we held a brief	
	meeting about the program for staff involved with	
	Game "AJK". After that, Nabila and I were in	
	charge of editing the scoring paper, speech text,	
	e-certificate for the PTKC Club which became the Game	
	"AJK". After the break, I continued tagging the gifts	
	and arranging them on the KBR side table. I	
	completed the task until the end of the working hours.	
		
		

NORDELINA BT. ZULKARNAIN  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
12/12/2022	<p>Printed Resource Unit, PTA            "The Day of Program"            December</p> <p>On November 12, 2022 is the day the 2 days @ PTA Bonding Day Program is held. We started with aerobics with the staff before starting the Congkak, Let's Guess My Weight, Ping Pong, Infohunt and Online Quizzes games. This program received a warm responses from PTA users. They also play hard. The first day of the program went smoothly and was very lively.</p>	
		
		
		<p>NORDELINA BT. ZULKARNAIN            Pustakawan            Perpustakaan Tengku Anis            UiTM Kelantan</p>

Date	Exact Nature of Work Done	Supervisors Remarks
13/12/2022	Printed Resource Unit, PTA	
	"The Day of Program"	
	13 December	
	On <del>November</del> 2022 is the second day of	
	the 2Days @ PTA Bonding Day Program held -We started	
	with aerobics with the staff before starting the	
	Crossword, Spell It Right and Juara Cup Pantas	
	games. The program on the second day also received	
	a warm welcome from PTA users. The play hard. The	
	second day of the program also went smoothly and was	
	very lively. The program ends with a prize-giving	
	ceremony and a photo <del>sessi</del> session	
		
		<p data-bbox="1136 1636 1419 1714"><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku ARIS UiTM Kelantan</p>

Date	Exact Nature of Work Done	Supervisors Remarks
14/12/2022	Printed Resource Unit, P7A	
	"Stamps books"	
	December	
	On November 14, 2022. This is my first day	
	at catalog unit. Early in the morning, I met Mrs.	
	Wan. After that, I went to the staff who taught	
	me today. He is Mr. Hamizur. He asked me to	
	stamp a cart of books. He taught me patiently.	
	There are several places in the book that need to be	
	stamped. Among of them, on pages 2 and 2,	
	verso page, book contents, page 10, and 3 other	
	pages, the last is page and on the top, bottom and	
	left side of the book. I finish my work until it's	
	time to go home.	

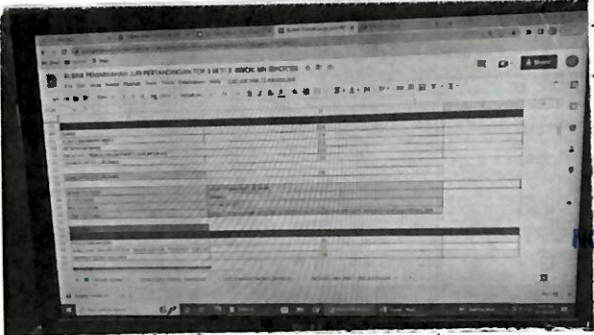
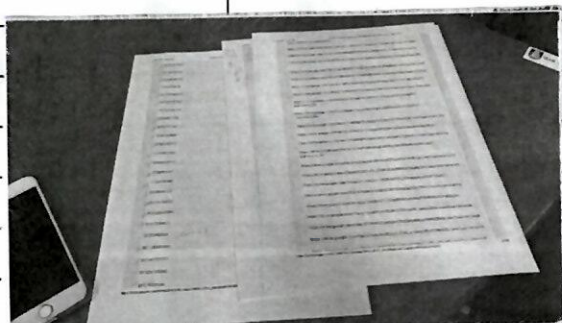


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**NORDELINA BT ZUL KARNAIN**  
Pustakawan Kanin  
Perpustakaan Tengku Anis  
UiTM Kelantan

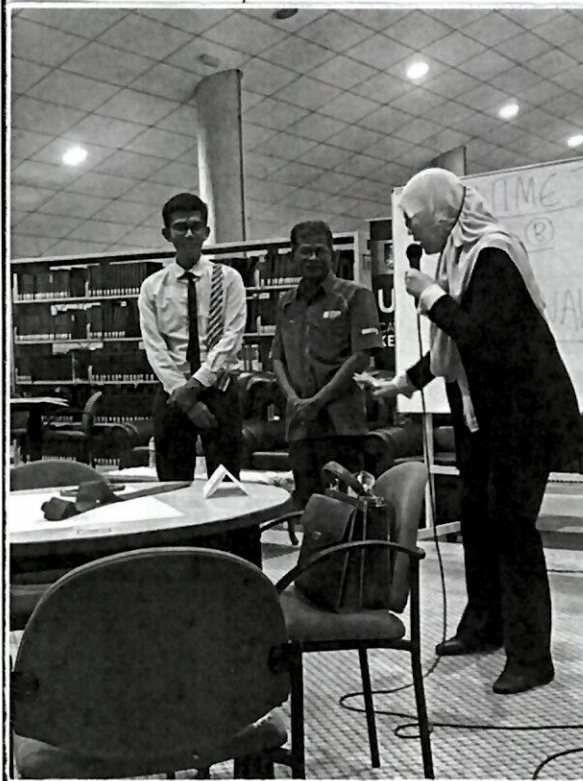
Date	Exact Nature of Work Done	Supervisors Remarks
15/12/2022	Printed Resource Unit, PTA	
	"Learn Excell" Scoring Rubric"	
	December	
	On November 15, 2022. My day at the	
	catalog unit - I was organized 15 book on	
	shelves <del>and</del> one - I was instructed to make a scoring	
	rubric by Mrs. Nardelina. After that, I went to	
	Nabila to teach how to make it - I also tried to	
	do it by myself. I learned to use Excel and tried	
	to practice while doing the assignments asked by	
	Mrs. Nardelina. I finish my work until it's time	
	to go home.	

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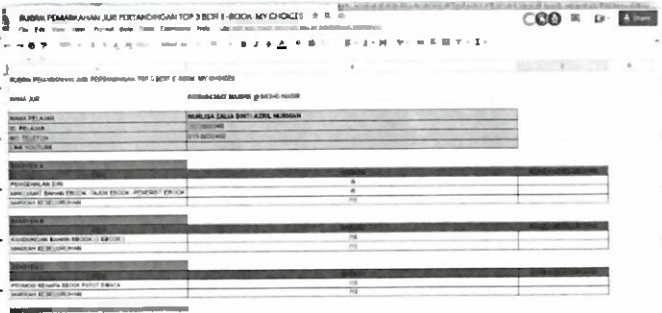
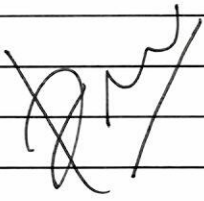
**NARDELINA B. ZULKARIM**  
Pustakawan Kanan  
Perpustakaan Terengganu  
UMK Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
18/12/2022	Printed Resource Unit, PTA	
	18 December	
	<p>On <del>November</del> 2022, PTA held a Wake Up Call Your Image program. I was the emcee for this program. In addition to that, I am also the Activity Representative who is on duty today. However, due to the flood, the program had to be stopped early for the participants to return home early. After the banquet, I continued editing the scoring rubric. I finish my work until it's time to go home.</p>	
	"Wake Up Call Your Image"	





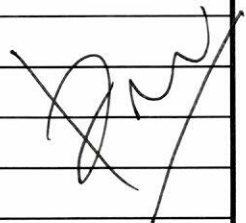
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**NORDELINA BT. ZULKARNAINA**  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
19/12/2022	Printed Resource Unit, PTA	
	"Editing Rubric Scoring"	
	December	
	<p>On 19 November, 2022. I was in the catalog unit. I arranged 10 books on shelf. I continued to make a grading rubric by Mrs Nordelina. I checked many times because I was afraid of putting the link and name wrongly. I tried to research a total of 110 participants to be included in the scoring rubric. Finally, almost ready before lunch break. I finish my work until it's time to go home.</p>	
		
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>



Date	Exact Nature of Work Done	Supervisors Remarks
20/12/2022	Printed Resource Unit, PTA	
	"Editing Rubric Scoring"	
	December	
	On November 20, 2022 - I will start with	
	arranged 15 books on shelf 1. I continue make	
	a grading rubric by Mrs. <del>Nordelina</del>	
	Nordelina. I was make a mistake during put	
	the link Youtube on that Rubric. I feel so guilty	
	to Mrs. Nordelina. she was kind and very	
	patience to keep remind me during that order	
	to re-edit the Rubric Scoring. Finally, almost	
	ready before lunch break. I finish my work	
	until it's time to go home.	
		
		

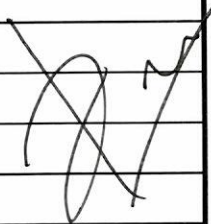


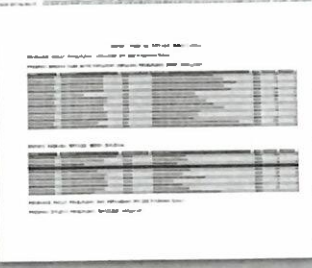
**NORDELINA BT. ZULKARNAIN**  
 Pustakawan Kanan  
 Perpustakaan Tengku Anis  
 UTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
21/12/2022	Printed Resource Unit - PTA	
	"List of Winner"	
	December	
	On November 21, 2022 - I was in the	
	catalog unit - I arranged 15 books on shelf 1.	
	I was get an order to call the number of	
	participants that the Link Youtube cannot access	
	until the lunch break time. I continued to	
	update IT Log book until this day. After	
	the break, Mrs. Nordelina give me task to do	
	the list of winner by the 9 tournaments that	
	she handled. I finish my work until it's time	
	to go home.	

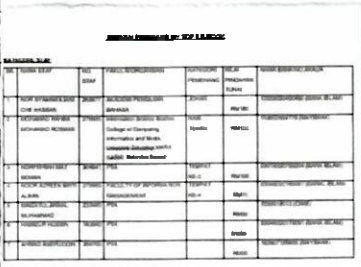
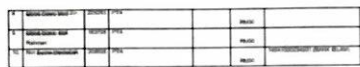
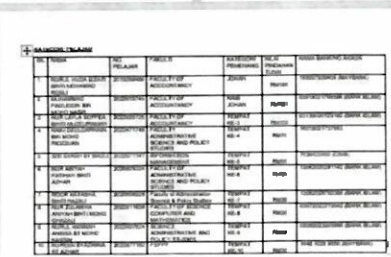
**SENARAI PEMENANG PEMERKASAAN PENGGUNAAN SUMBER DIGITAL PERPUSTAKAAN TENGGU ANIS**

No.	Nama Pemenang	Nama Pemenang (FAKULTI)	No. Akaun Pendidikan Tunai (No. Akaun Kemas Puser Pengajian)
1	Program Paling Tinggi: Penguasaan Bangkalan Data Atas Takian (Pdai) Peringkat Diploma	Pemenang: Fakulti Penguasaan Maklumat Program: Diploma Penguasaan Maklumat	Rm 200 Pendidikan Tunai Nor Erlissa Abd Aziz 164061699648 Maybank
2	Program Paling Tinggi: Penguasaan Bangkalan Data Atas Takian (Pdai) Peringkat Sarjana Muda	Pemenang: Fakulti Penguasaan Maklumat Program: Sarjana Muda Sains Maklumat (Kejuruteraan) Penguasaan Sistem Maklumat	Rm 200 Pendidikan Tunai Nor Erlissa Abd Aziz 164061699648 Maybank
3	Program Paling Tinggi: Penguasaan Ebook (Diploma)	Pemenang: Fakulti Penguasaan dan Pemagaan Program: Diploma Penguasaan Teknologi Rejabat	Rm 200 Pendidikan Tunai Azmahani binti Yusoff @ Othman 221928

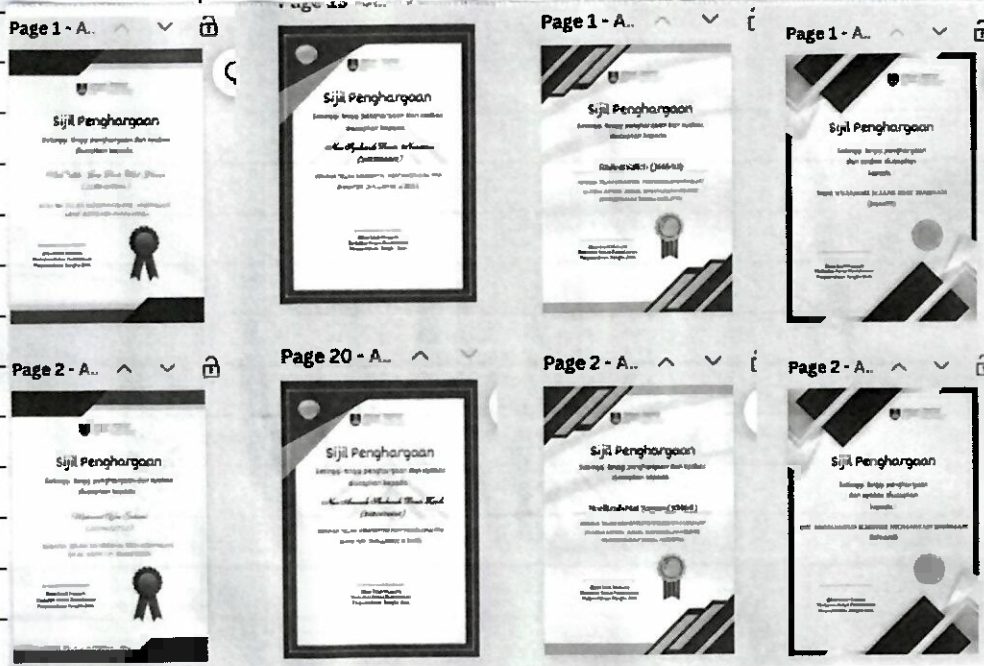








**NORDELINA BT. ZULKARNAIN**  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
26/12/2022	Printed Resource Unit, PTA	
	"Help Mrs - Nordelina"	
	December	
	On November 22, 2022. I started the task	
	by arranging 15 books on shelf 2. Then, Mrs.	
	Nordelina asked me to find the winner of the	
	My Top 3- E-books Competition. Next, I made	
	a list of winners to print. After the break,	
	I met Mrs. Alina to get her signature for the	
	financial claim paper. I finish my work until	
	it's time to go home.	
		
		
		



NORDELINA BT. ZULKARNAIN  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan



Date	Exact Nature of Work Done	Supervisors Remarks
26 27/12/2022	RDA Project Electronic sources Unit " Nabila teach to do E-Certificate "	
	<p>On <del>November</del> <sup>December</sup> 26, 2022 - Today, I came to work late because I had <del>to</del> just arrived from the village - I started the task by arranging 15 books on shelf 2. Then, I did the task given by Mrs. Nordelina which was to make an E-Certificate. Next, I asked Nabila to teach me first. After the break, I met Mrs. Norfitriah to get her signature for the Industrial Training Logbook - I finish my work until it's time to go home.</p>	
		
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>

Date	Exact Nature of Work Done	Supervisors Remarks
27 28/12/2022	RDA Project Electronic sources Unit "Editing E-Certificate of Treasurer's office Letter"	
	<p>December</p> <p>On November 27, 2022. I started the task by arranging 13 books on shelf <del>2</del> 3. Then, I continued the task that Mrs. Nordelina gave, which was the correct the E-certificate that Ms. Sarling gave. Next, I edited the hamper tagging that Mrs. Nordelina asked me to do. After the break, I patched the tagging and make corrections to the treasure's office letter. I need to contact a student who has a bank account number problem. I finish my work until it's time to go home.</p>	
		
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>



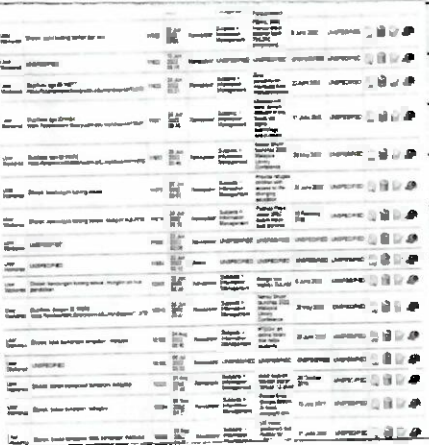
NO.	NO. PELAJAR	FACULTY	NO. KURSUS	NO. PERKULIAHAN	NO. PERKULIAHAN
1	202201040	FACULTY OF ACCOUNTANCY	NO. 1	202201040	202201040
2	202201041	FACULTY OF ACCOUNTANCY	NO. 1	202201041	202201041
3	202201042	FACULTY OF ACCOUNTANCY	NO. 1	202201042	202201042
4	202201043	FACULTY OF ACCOUNTANCY	NO. 1	202201043	202201043
5	202201044	FACULTY OF ACCOUNTANCY	NO. 1	202201044	202201044
6	202201045	FACULTY OF ACCOUNTANCY	NO. 1	202201045	202201045
7	202201046	FACULTY OF ACCOUNTANCY	NO. 1	202201046	202201046
8	202201047	FACULTY OF ACCOUNTANCY	NO. 1	202201047	202201047
9	202201048	FACULTY OF ACCOUNTANCY	NO. 1	202201048	202201048
10	202201049	FACULTY OF ACCOUNTANCY	NO. 1	202201049	202201049

PRACTICAL TRAINING  
LOG BOOK

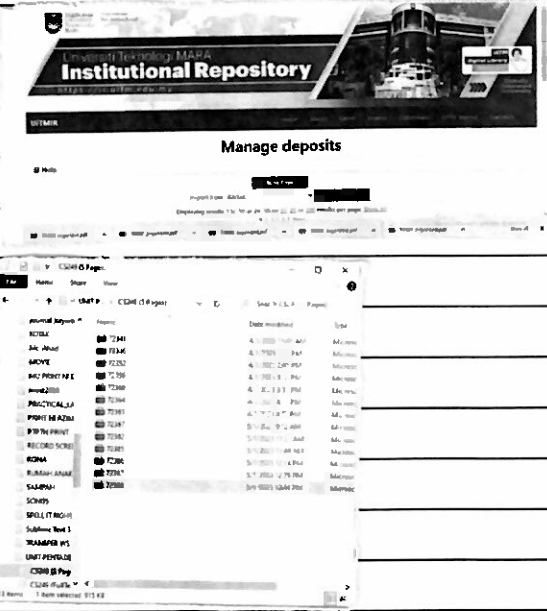
Date	Exact Nature of Work Done	Supervisors Remarks
28 29/12/2022	RDA Project Electronic Sources Unit	
	<p>December On November 28, 2022 I started the task by arranging 15 books on shelf 2. Then, I continued the task that Mrs. Nordelina gave, which was to correct the E-certificate that Mrs. Sarlina gave. Next, I edited the winner's certificate that Mrs. Nordelina asked me to make. After the break, I continued editing the winner's certificate until it was finished. I finish my work until it's time to go home.</p>	
		
		
		<p>NORDELINA BT. ZULKARNAIN Pustakawan Kanan Perpustakaan Terengganu (IJTM Kelak)</p>


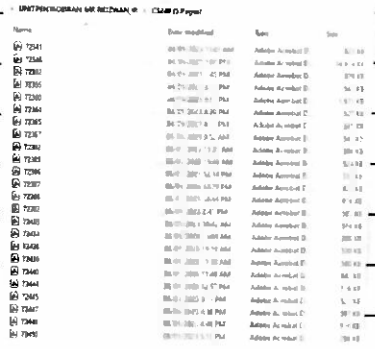
Date	Exact Nature of Work Done	Supervisors Remarks
29/12/2022	RPA Project Electronic Sources Unit	
	" Help Mrs. Maiza & Mr. Hamizur "	
	On December 29, 2022. I started the task	
	by arranging 15 books on shelf. Then, I helped	
	Mrs Maiza in putting together a gift box	
	for Mrs. Wan retirement day. Next, I continued to	
	stamp Mr. Hamizur's book. After the break, I	
	should study with Mrs. Nordelina. I finish my work	
	up until it's time to go home.	
		
		

NORDELINA BT. ZULKARNAIN  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
1/1/2023	RDA PROJECT Electronic Source Unit, PIA	
	"Finding Journals & decorate gifts"	
	On January 1, 2023. I started the task by	
	arranging 15 books on shelf 2. Then - I continued to	
	stamp Mr. Hamizur 's books. Then, Mrs. Nordelina	
	asked me to do the work of Mr. Hasnan's part in	
	finding journals to load in the library & UiTM	
	system. After the break, I helped Mrs. Maiza	
	to decorate Mrs. Wan's retirement day gift. I	
	finish my work until it's time to go home.	
	 	
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Anis UiTM Kelantan</p>





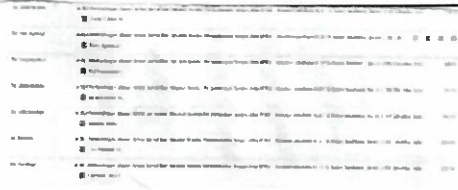
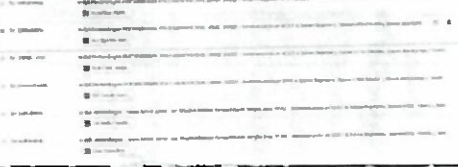

Date	Exact Nature of Work Done	Supervisors Remarks
5/1/2023	Strategic Planning Unit & Repository Institution - P1A (Institutional Repository)	
	On January 5, 2023 - I started the task by arranging 15 books on shelf 2. Yesterday, I was taught by Mr. Pidswan in carrying out his duties in this unit. So, today I tried to create an Institutional Repository (IR) myself. After the break / I resume IR until it's time to go home.	
		

Date	Exact Nature of Work Done	Supervisors Remarks
8/1/2023	Strategic Planning Unit & Repository Institution, PTA (Institutional Repository)	
	<p>On January 8, 2023. I started by the task by arranging 15 books on shelf 2. Yesterday I was taught by Mr. Ridwan in carrying out his duties in this unit. So, today I tried to create an Institutional Repository (IR) myself. After the break, I resume IR until done of student project <del>into</del> update to the IR system. I resume my task until it's time to go home.</p>	
		
		


Date	Exact Nature of Work Done	Supervisors Remarks
9/1/2023	Strategic Planning Unit & Repository Institution - PTA	
	"Re-Checked IR updated to the System"	
	On January 9, 2023 I started the task by	
	arranging 15 books on shelf 3. I checked the institutional	
	repository on the IR system - Then, I updated the log	
	book for month of January - After the break, I went	
	to scan the log book for report purposes - I continued	
	to job until it was time to go home.	


PRACTICAL TRAINING  
LOG BOOK

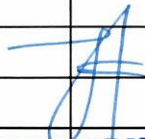
Date	Exact Nature of Work Done	Supervisors Remarks
2/1/2023	RDA PROJECT ELECTRONIC SOURCE UNIT, PTA "Help Mr. Hasnan & Mrs. Nordelina"	
	<p>On January 2, 2023. I started the task by arranging 15 books on shelf 2. Then, I continued to stamp Mr. Hamizur's books. Then, Mrs. Nordelina asked me to do the work of Mr. Hasnan's part in finding journals to load in the Library - UiTM System. Before the break, I was involved in a meeting for the catalog unit. After the break, I was involved in a meeting for the catalog unit. After the break, I helped Mr. Hasnan to re-check yesterday's journal which cannot be used anymore. I finish my work until it's time to go home.</p>	
		
		
		<p><b>NORDELINA BT. ZULKARNAIN</b> Pustakawan Kanan Perpustakaan Tengku Amir UiTM Kelantan</p>

Date	Exact Nature of Work Done	Supervisors Remarks
3/1/2023	RPA Project Electronic source unit / PTA	
	"Sending E-Certificate Via E-mail"	
	On January 3, 2023. I started the task by	
	arranging 15 books on shelf 2. Then Mrs. Nordelina	
	asked me to create an e-mail list for competitions	
	After the break, I started sending e-certificate	
	emails to all the winners. I finish my work until it's	
	time to go home.	
		
		
		


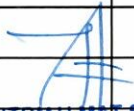
NORDELINA BT. ZULKARNAIN  
Pustakawan Kanan  
Perpustakaan Tengku Anis  
UiTM Kelantan

Date	Exact Nature of Work Done	Supervisors Remarks
4/1/2023	Strategic Planning Unit & Repository Institution, PTN	
	<p>On January 4, 2023. I started the task by</p>	
	arranging 15 books on shelf 2. Then, I had a briefing	
	with Mr. Ridzwan about his duties at the Digital Unit.	
	Then, Mr. Ridzwan taught me how to carry out his	
	duties in this unit. Before the break, Mr. Ridzwan	
	got a call to meet someone. After the break, I	
	resumed the explanation session from Mr. Ridzwan.	
	I finish my work until it's time to go home.	
		



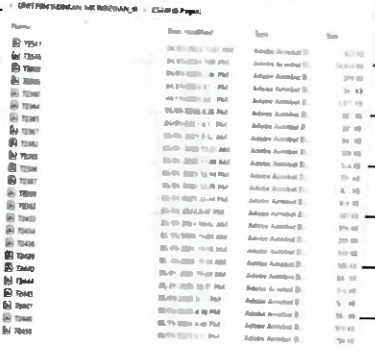
Date	Exact Nature of Work Done	Supervisors Remarks
1/1/2023	Strategic Planning Unit & Repository Institution, PTN	
	<p>On January 4, 2023. I started the task by arranging 15 books on shelf 2. Then, I had a briefing with Mr. Ridzwan about his duties at the Digital Unit. Then, Mr. Ridzwan taught me how to carry out his duties in this unit. Before the break, Mr. Ridzwan got a call to meet someone. After the break, I resumed the explanation session from Mr. Ridzwan. I finish my work until it's time to go home.</p>	
		



**NORFITRIAH MAT SEMAN**  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENKU ANIS  
 TM CAWANGAN KELANTAN KAMPUS MACHANG  
 501 MACHANG, KELANTAN

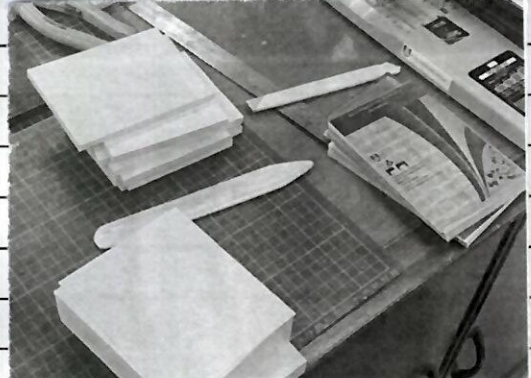

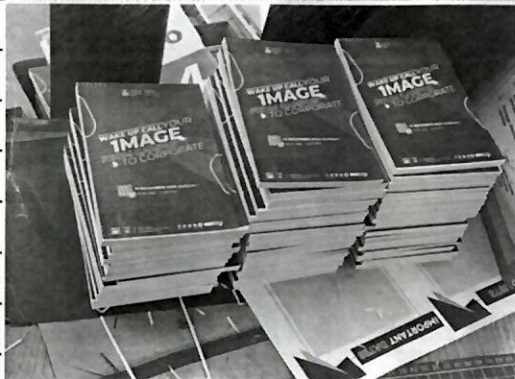

Date	Exact Nature of Work Done	Supervisors Remarks
5/1/2023	Strategic Planning Unit & Repository Institution - PIA (Institutional Repository)	
	<p>On January 5, 2023 - I started the task by arranging 15 books on shelf 2. Yesterday, I was taught by Mr. Ridwan in carrying out his duties in this unit. So today I tried to create an Institutional Repository (IR) myself. After the break / I resume IR until it's time to go home.</p>	
		
	<p style="text-align: right;">   <b>NORFITRIAH MAIM SEMAN</b>  <b>PUSTAKAWAN KANAN</b>  <b>PERPUSTAKAAN TENGGILANIS</b>  <b>UJTM CAWANGAN KELANTAN KAMPUS MACHANG</b>  <b>18500 MACHANG, KELANTAN.</b> </p>	







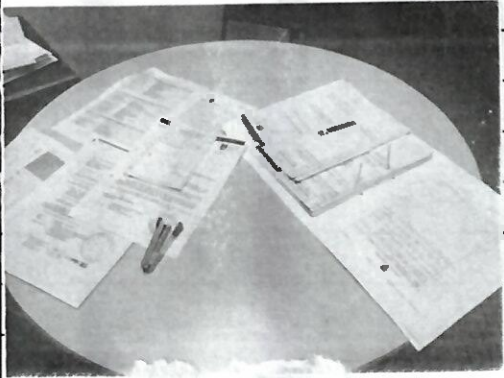
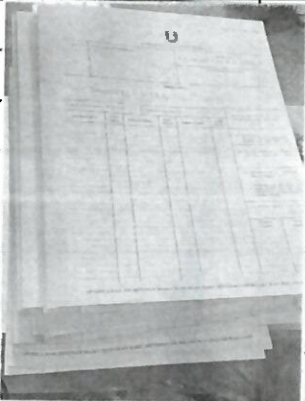
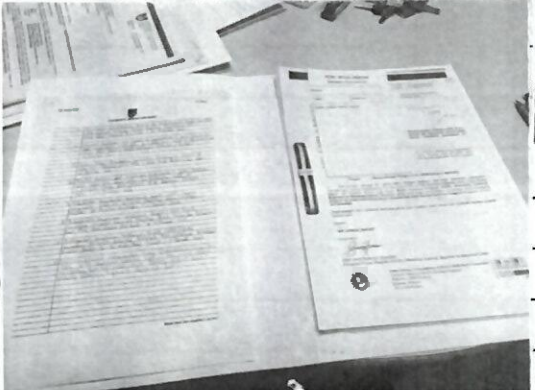

Date	Exact Nature of Work Done	Supervisors Remarks
8/1/2023	Strategic Planning Unit & Repository Institution, PTA	
	(Institutional Repository)	
	On January 8, 2023. I started by	
	the task by arranging 15 books on shelf 2.	
	Yesterday I was taught by Mr. Ridwan	
	in carrying out his duties in this unit. So,	
	today I tried to create an Institutional	
	Repository (IR) myself. After the break,	
	I resume IR until done of student project	
	to update to the IR system. I resume	
	my task until it's time to go home.	
		
		


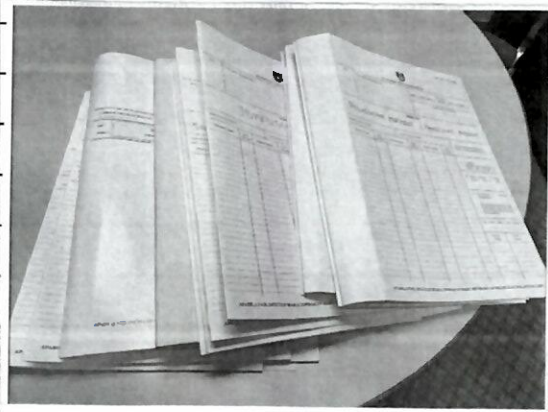




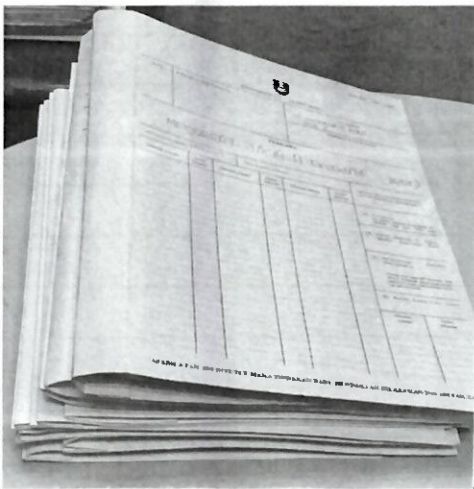



Date	Exact Nature of Work Done	Supervisors Remarks
21/1/2023	Strategic Planning Unit & Repository Institution "Book Review"	
	<p>On January 11/ 2023. I started the task by arranging 15 books on shelf 4. I made a draft for the book review in Microsoft Words. Then, I started doing a task by Mudam Norfitriah Mat Seman to make 10 books to review books that are still new or that have been borrowed by library users. Next, I was called to the archive unit to make a notebook with Mr. Zul. After the breaks I went to continue making notepads with Azim and Bella. I run extends until it's time to go home.</p>	
		
		
		<p style="text-align: right;">   <b>NORFITRIAH MAT SEMAN</b>          PUSTAKAWAN KAHAN          PERPUSTAKAAN TEMGKU ANIS          UIPM CAWANGAN KELANTAN KAMPUS MACHANG          18500 MACHANG, KELANTAN.       </p>

Date	Exact Nature of Work Done	Supervisors Remarks
12/1/2023	Administrative Planning Unit - PTA "Visit by 4 schools"	
	<p>On January 12, 2023 - I started the task by arranging 15 books on shelf 3. On this day, PTA received visits from 4 schools sponsored by Petronas. PTA gave a little explanation about library services and also visits on the ground floor and level 4. The schools involved are SMK Manik Hra, SMK Sultan Yahiya Petra &amp; SMK Pahi and SMK Laloh. After the break, I continued to do the 3rd book review. I run errands until it's time to go home.</p>	
		
		
		<p style="text-align: right;">   <b>NORFITRIAH MAT SEMAN</b>          PUSTAKAWAN KANAN          PERPUSTAKAAN TENGGU ANIS          UITM CAWANGAN KELANTAN KAMPUS MACHANG          18500 MACHANG, KELANTAN.       </p>


Date	Exact Nature of Work Done	Supervisors Remarks
15/1/2023	Administrative Planning Unit - PTA	
	"Learn how to filing the file"	
	<p>On January 15, 2023. I started my job by arranging 15 books on shelf 12. On this day, I am together with Mrs. Amy as a clerk at PTA. He explained about the ways <del>at a clerk at PTA</del> <sup>to update the filing for all related papers to be</sup> <del>he explained</del> stored in the library records. Then, he asked me to try making two types of files first. I did as he taught about paper going out (Blue) and going in (Red) - After the break, I resumed the filing until it was finished and asked for another file to be made. I run <del>ends</del> until it's time to go home.</p>	
		
		
		<p style="text-align: right;">   <b>NORFIRIAH MAT SEMAN</b>          PUSTAKAWAN KANAN          PERPUSTAKAAN TENGKU ANIS          UTM CAWANGAN KELANTAN KAMPUS MACHANG          18500 MACHANG, KELANTAN.       </p>


Date	Exact Nature of Work Done	Supervisors Remarks
10/1/2023	Administrative Planning Unit, PTA (Filing the file)	
	<p>On January 16/2023. I started my job by arranging 15 books on shelf 12. On this day, I am together with Mrs. Amy as a clerk at PTA. He explained about the ways to update the filing for all related papers to be stored in the library records. Then, he asked me to try making two types of files first. I did as he taught about paper going out (Blue) and going in (Red). After the break, I resumed the filing until it was finished and asked for another file to be made - I ran errands until it's time to go home.</p>	
		
		 <p data-bbox="1058 1493 1434 1614"> <b>NORFITRIAH MAT SEMAN</b>        PUSTAKAWAN KANAN        PERPUSTAKAAN TENGKU ANIS        UTM CAWANGAN KELANTAN KAMPUS MACHANG        4500 MACHANG, KELANTAN.     </p>



Date	Exact Nature of Work Done	Supervisors Remarks
17/1/2023	Administrative Planning Unit, PTA "Prepared box for Repository"	
	<p>On January 17, 2023 - I started the task by arranging 15 books on shelf 12. Today, in the morning, I only prepared Li's report and also updated Li's log book. Mrs. Emy gives work only in the afternoon. He asked me to put the files in the box for the next process. After the break, I resumed the filling until it was finish and asked for another file to be made. I run errands until it's time to go home.</p>	
		
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UIYM CAWANGAN KELANTAN KAMPUS MACHANG 18500 MACHANG, KELANTAN.



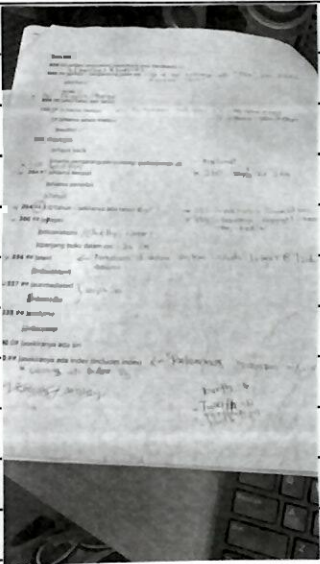


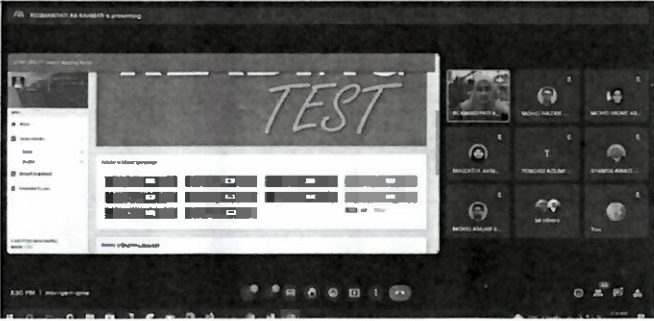





Date	Exact Nature of Work Done	Supervisors Remarks
24/1/2023	Administrative Planning Unit, PTA	
	"RDA Learning & Thesis Accession Number"	
	On January 24, 2023. I started the task by	
	arranging 15 books on shelf 12. Today, in the	
	morning I asked Mr. Wagie to help teach me to	
	make RDA. After that, I was asked to help Mr.	
	Filmi in pasting the accession number on the thesis	
	material. After the break, I tried to make RDA	
	for the book. I run errands until it's time to go	
	home.	
		



  
**NORFITRIAH MAT SEMAN**  
 PUSTAKAWAN KANAN  
 PERPUSTAKAAN TENGGU ANIS  
 UTM CAWANGAN KELANTAN KAMPUS MACHANG  
 18500 MACHANG, KELANTAN.

Date	Exact Nature of Work Done	Supervisors Remarks
25/1/2023	Administrative Planning Unit, PTA	
	<p>On January 25, 2023. I started the task by arranging 15 books on shelf 12. Today, in the morning Mr. Hilmi and I met Mr. Amir to print the accession number for the thesis material: project student. After that, I removed the call number tag and pasted the accession number on the thesis material. After the break, I continued the task of pasting the accession number material for the thesis. I run errands until it's time to go home.</p>	
		 <p>NURFITRIAH MAT SEMAN  PUSAT KAWAN KANAN  PERPUSTAKAAN TENGGU ANIS  UNIVERSITI CAMANGAN KELANTAN KAMPUS MACHANG  74100 MACHANG, KELANTAN</p>

Date	Exact Nature of Work Done	Supervisors Remarks
26/1/2023	Administrative Planning Unit, P7A	
	<p>On January 26, 2023, I started the task</p>	
	<p>by arranging 15 books on shelf 12. Today, I start</p>	
	<p>to do the RDA with Mr. Wagie. I continued</p>	
	<p>the task yesterday. After the break, I continued</p>	
	<p>the task of pasting RDA until it's time to go home.</p>	
		
		<p>NORFITRIAH MAT SEMAN                  PUSTAKAWAN KANAN                  PERPUSTAKAAN TENGGU AMS                  CAWANGAN KELANTAN KAMPUS MACHANG                  MACHANG, KELANTAN.</p>
		
		

Date	Exact Nature of Work Done	Supervisors Remarks
29/1/2023	Administrative Planning unit / PTA " Meeting staff and Ceremony "	
	<p>On January 29, 2023 - I started the task by arranging 15 books on shelf 12. Today, in the morning - The PTA staff had a report meeting for each unit while industrial training students looked after the counters at the PTA. During the break, we celebrate the appreciation ceremony and birthday of staff and also industrial training students. After that, I continued tidying the dining area and made a little report.</p>	
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KAMAH PERPUSTAKAAN TENGKU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 19500 MACHANG, KELANTAN.
		

Date	Exact Nature of Work Done	Supervisors Remarks
30/1/2023	Administration Planning Unit /PTA " RDA "	
	<p>On January 30, 2023- I start with arranged 12 books on shelf 2 together with Azim. Then after breakfast I helped Mr. Nazarin filling in the book information for RDA- After the break, I prepared the LI logbook and scanned documents related to LI - I complete task until the end of working hours-</p>	
		<p>NORFITRIAH MAT SEMAN      PUSTAKAWAN KANAN      PERPUSTAKAAN TENGKU ANIS      UTM CAWANGAN KELANTAN KAMPUS A1      19500 MACHANG, KELANTAN.</p>

Date	Exact Nature of Work Done	Supervisors Remarks
31/1/2023	Administration Planning Unit - PTA	
	"Report L1"	
	On January 31, 2023. I start with	
	arranged 12 books on shelf 2 together	
	with Azim. Then, I continued to finish	
	my report for my VIVA and presentation	
	to our lecturer.	
		
		 <b>NORFITRIAH MAT SEMAN</b> PUSTAKAWAN KANAN PERPUSTAKAAN TENGKU ANIS UJTM CAWANGAN KELANTAN KAMPUS MACHANG 14800 MACHANG, KELANTAN
	