



اَوْبُوْرَ سَيِّدِي تَكْنُوْلُوْجِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,  
INFORMATICS AND MEDIA**

**UNIVERSITI TEKNOLOGI MARA (UiTM)**

**CAWANGAN NEGERI SEMBILAN**

**KAMPUS REMBAU**

**(IMC690)**

**INDUSTRIAL TRAINING REPORT**

**PUSAT SUMBER INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK,**

**94300 KOTA SAMARAHAN,**

**SARAWAK**

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**LIBRARY MANAGEMENT (IM244)**

**1<sup>st</sup> SEPTEMBER 2022 – 31<sup>st</sup> JANUARY 2023**

**INDUSTRIAL TRAINING REPORT:**  
**PUSAT SUMBER INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL**  
**RAZAK, 94300 KOTA SAMARAHAN**  
**SARAWAK**

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**DISSERTATION SUBMITTED IN PARTIAL FULFILMENT**  
**OF THE REQUIREMENTS FOR THE IM244 - BACHELOR OF**  
**INFORMATION SCIENCE (HONS) LIBRARY MANAGEMENT**  
**SCHOOL OF INFORMATION SCIENCE, COLLEGE OF COMPUTING,**  
**INFORMATICS AND MEDIA**

## **DECLARATION**

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declaring that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,

SHARIFAH NIESSA FARISHA BINTI SYED HAILMI

2020984961

DATE OF SUBMISSION: 9/2/2023

## ABSTRACT

*This industrial training report is divided into four chapters. The first chapter was an introduction that outlined the organization's background, history, and services. Chapter 2 examined Organizational Information, which included Division Structure and Functions. Chapter 3 primarily described all Industrial Training Activities that internship students had to accomplish during their industrial training in each division or department of an organisation. Finally, Chapter 4 addressed the Industrial Training Reflection, which was based on the opinions and experiences of internship students during their industrial training. To complete the degree and graduate, the intern had to undergo five months of industrial training, which began on September 1, 2022 and ended on January 31, 2023. The intern chose Pusat Sumber Institut Pendidikan Guru Kampus Tun Abdul Razak Kota Samarahan, Sarawak, as the organisation to work for. The intern had learned a lot about library management throughout the five months of industrial training. Following the organization's schedule, the intern gained knowledge about how to enhance communication skills, be more prompt and disciplined with time management, and most significantly, expand their library knowledge and skills. Industrial training provided valuable experience in using library abilities in a real-world setting. As a result, students may be exposed to a real-world working environment sometime in the future.*



## **ACKNOWLEDGEMENT**

I want to formally thank everyone who individually assisted in the completion of my industrial training for the seventh semester of my Bachelor of Information Science (Hons.) Library Management degree. I am most grateful to Allah SWT for His Grace during my studies, as well as to my parents and my entire family for their unconditional support. Additionally, I would like to express my sincere gratitude to all of the faculty members of the Faculty of Information Management for their assistance in educating me from Semester 1 until I had finished my industrial training.

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**CHAPTER 1:**  
**INTRODUCTION**

## **1.0 INTRODUCTION**

Students in their last year of the Bachelor of Information Science (Hons.) Library Management programme must enrol in Industrial Training (IMC690) during the final semester, which is semester 7. It will last for five months and serve as verification for the Bachelor of Information Science (Hons.) Library Management degree. 22 weeks are required to complete this course as industrial training for the students. The industrial training will last from September 1, 2022 to January 31, 2023.

With defined tasks and duties assigned to students, industrial training hopes to provide pre-professional work experience. Additionally, it offers students the chance to acquire practical work experience in their subject of study. Furthermore, after finishing industrial training, students expect to put their knowledge of information management into practise to enhance their feasibility abilities.

Students are exposed to real-world work situations as well as knowledge gathered from hands-on observation and performance during industrial training. Due to the industrial training, students will develop their work ethics, communication, management, and other abilities. Additionally, these practical training helps students link their academic learning to actual applications in the industrial sector. Before presenting their findings to the university supervisor, the industrial training students must also prepare a thorough report on everything they did and implemented during the training.



## **1.1 BACKGROUND OF INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK**



Figure 1: Institut Pendidikan Guru Kampus Tun Abdul Razak (IPGKTAR) Logo

Institut Pendidikan Guru Kementerian Pendidikan Malaysia (IPG KPM) logo represents the concept of teacher education excellence as expressed in the National Education Policy, which emphasises world-class education. The abbreviation IPG stands for Institut Pendidikan Guru. The dot of the letter I is replaced with a little book, which is placed on top of the letter I. The book refers to IPG as an organization that retains the tradition of learning. The five book layers represent the five principles of the Rukun Negara. The globe-shaped map of Malaysia illustrates the globalisation of high-quality teacher education and satisfies Kementerian Pendidikan Malaysia's (KPM) goal of producing world-class institutions of learning. As it is inspired by the vision and mission of IPG KPM, the appearance of white hand in the background of the globe is a sign of the dignity of the IPG, which is responsible for educating and moulding future educators to create world-class schools. In Rumi's literature, the letter 'G' is a symbol of letters that lead to the meaning of "gura," which is the foundation of the education sector. To promote the Intelligence in the Kementerian Pendidikan Malaysia, the letter "G" in the organization's logo is tinted blue. That is why the colour of the logo is blue. The hue that predominates across the IPG logo demonstrates alignment with the KPM and Jalur Gemilang official colours and represents the integration of education that binds the Malaysian people to cohesion and excellence in holistic soft development. There also are three white lines at the bottom corner of the letter G which represents the three professional competency statements—teaching professionalism, knowledge and understanding, and teaching and learning skills—that instructors are required to meet by the Standard Guru Malaysia (SGM).



Figure 2: IPGKTAR exterior

The Maktab was built to replace the Maktab Perguruan Sains Bintulu, which was completed in 1998. The Maktab, which is situated on Jalan Dato Mohd Musa in Kota Samarahan, was formally inaugurated on November 22, 1999 by YAB Datuk Patinggi Tan Sri (Dr.) Hj. Abdul Taib Mahmud, the Chief Minister of Sarawak. It started operating on June 1, 1999. The Sarawak State Government has given the Ministry of Education a 64-acre (0.259 km<sup>2</sup>) land site on Jalan Dato'Mohd Musa in Kota Samarahan, which is roughly 20 km from Kuching, for the construction of the Maktab Perguruan Islam.

To replace the Maktab Perguruan Sains Bintulu, which was closed in the middle of 1999, the original idea for a new Maktab was changed to the Maktab Perguruan Samarahan because the religious teachers' participation is not very substantial. Sarawak Chief Minister Datuk Patinggi Tan Sri (Dr) Haji Abdul Taib Mahmud mentioned the possibility of changing the Maktab Perguruan Samarahan's name to Maktab Perguruan Tun Abdul Razak in his opening remarks. On February 1, 2001, YAB Tun Hajjah Rahah binti Tan Sri Haji Mohd. Noah S.S.M., P.N.B.S., S.I.M.P., S.P.D.K. officiated the opening ceremony of Maktab Perguruan Tun Abdul Razak.

Prime Minister Y.A.B. Dato 'Seri Abdullah Haji Ahmad Badawi brought forward the idea of creating the Institut Pendidikan Guru (IPG) as a way for the government to acknowledge the aim of preserving the teaching profession in the Pembentangan Bajet 2006 and the Ninth Pembentangan Rancangan Malaysia (RMK-9). Deputy Prime Minister Y.A.B. Dato 'Sri Mohd Najib bin Tun Abdul Razak formally officiated the Declaration of Institut Pendidikan Guru in Institut Perguruan Tun Abdul Razak (IPGKTAR) on Saturday, 8 Rabbi 1427 Hajj on May 6, 2006.

Perpustakaan Hamsiah or also known as Pusat Sumber Institut Pendidikan Guru Kampus Tun Abdul Razak has a floor space of 181.25 square metres and is situated on Level 2 of the Blok Perpustakaan. The library, which is located on Jalan Dato 'Mohd Musa in Kota

Samarahan, started operating and being constructed in conjunction with the establishment of Institut Pendidikan Guru Kampus Tun Abdul Razak in 1999. All members of the institute and the community can access one another through Perpustakaan Hamsiah. The institute benefits greatly from having this library as a hub for information and knowledge management. In order to suit users' expectations, it has rapidly developed in terms of collection, services, and facilities.

The Perpustakaan Hamsiah Collection is made consists of printed and non-printed resources that cover a wide range of particular subject. The evolution of this stream of knowledge can support the institute's needs for teaching, learning, and research. Perpustakaan Hamsiah strives to increase and enhance the quality of service in order to achieve its objectives and goals as a gateway to knowledge. In addition, the institute as a whole is working to develop a positive and stimulating learning environment.

## **1.2 MISSION, VISION AND OBJECTIVE OF IPG KAMPUS TUN ABDUL RAZAK**

- Mission  
Create qualified teachers with a passion for education through an innovative teacher development programme in order to create world-class education.
- Vision  
IPGKTAR Leader of Excellence in Teacher Education.
- Objective  
To develop qualified teachers with an educational spirit in accordance with the requirements of the National Education Philosophy and Teacher Education Philosophy, Perkhidmatan Pendidikan Keguruan (PPK) must be provided in a professional, efficient, and effective manner.

### **1.3 MISSION, VISION AND OBJECTIVE OF PUSAT SUMBER IPGKTAR**

#### Mission

- Resource Center for excellent teaching education.

#### Vision

- Facilitates faster, effective, and efficient access to the relevant information for all users.
- Improvement of teachers' knowledge and professionalism through the acquisition and use of skills in information management, evaluation, and application.
- Encourages individuals to have a lifelong interest in reading and learning.

#### Objectives

- To help the institute implement the college curriculum in accordance with the needs of the time.
- To create a library of resources that satisfies user requirements.
- To meet the learning objectives of the course, give lecturers and students access to a variety of information from a number of sources.
- To enhances the process and student teachers' ability for teaching and learning.
- To encourage users to read and develop learning habits.
- To manage, assess, and put information to use in support of teacher professionalism and expertise.
- To encourages users to remain curious about reading and learning throughout their lives.

## 1.4 LOCATION AND CONTACTS

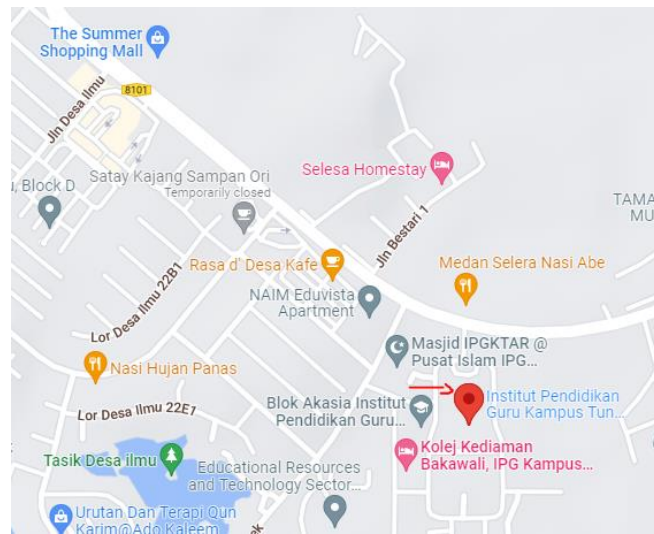


Figure 3: IPG Kampus Tun Abdul Razak location



Figure 4: IPG Kampus Tun Abdul Razak location



Figure 5: Entrance of the library





## 1.5 OPERATION HOURS

**WAKTU PERKHIDMATAN  
PERPUSTAKAAN  
IPG KAMPUS TUN ABDUL RAZAK**

<b>ISNIN - KHAMIS</b>	<b>BUKA : 8.30 PG - 1.00 PTG TUTUP : 1.00 PTG - 2.00 PTG (REHAT) BUKA : 2.00 PTG - 4.30 PTG</b>
<b>JUMAAT</b>	<b>BUKA : 8.30 PG - 11.30 PG TUTUP : 11.30 PG - 2.15 PTG (REHAT) BUKA : 2.15 PTG - 4.30 PTG</b>
<b>SABTU, AHAD &amp; CUTI UMUM</b>	<b>TUTUP</b>

\*Urusan pinjaman dan pemulangan bahan hendaklah dilakukan sebelum 4.15 petang di kaunter perkhidmatan.

Sila hubungi untuk maklumat lanjut:  
UNIT PUSAT SUMBER IPG KAMPUS TUN ABDUL RAZAK  
082-673800 sambungan 158  
pusatsumber@ipgmktar.edu.my

Figure 8: Pusat Sumber IPG Kampus Tun Abdul Razak operation hour



## 1.6 ORGANIZATIONAL STRUCTURE

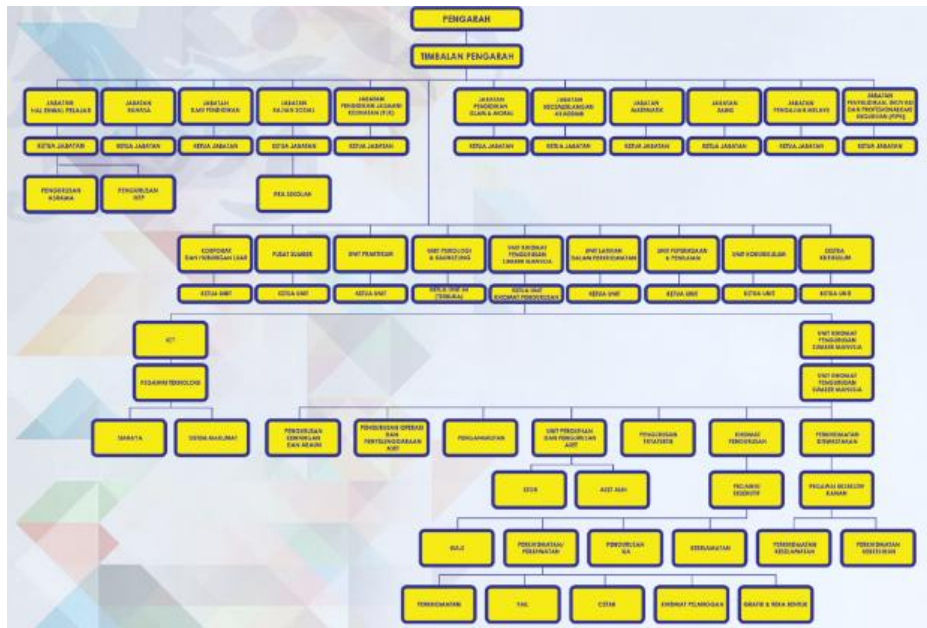


Figure 9: IPG Kampus Tun Abdul Razak Organizational Structure



Figure 10: IPG Kampus Tun Abdul Razak Organizational Structure

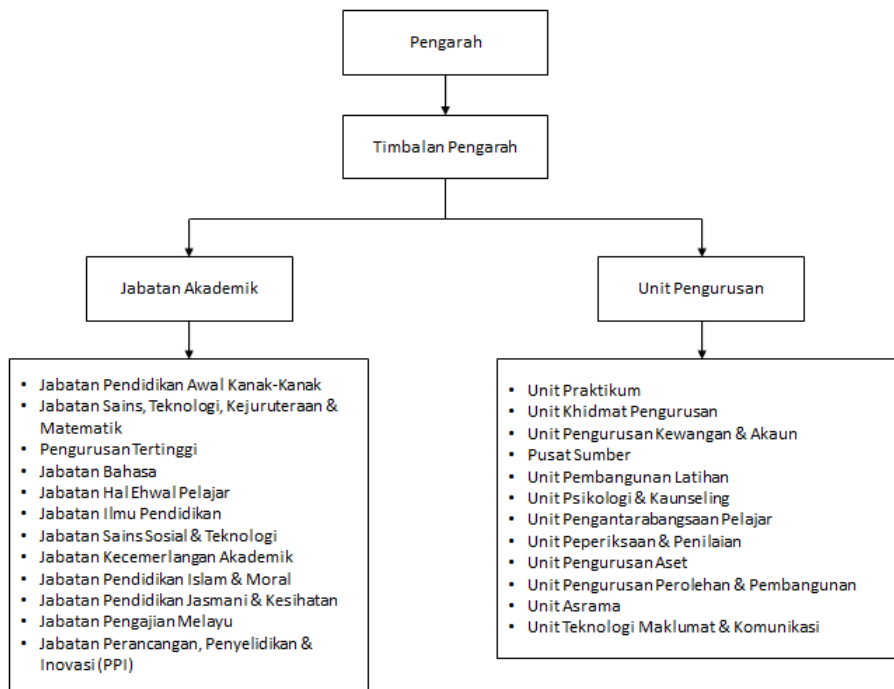


Figure 11: IPG Kampus Tun Abdul Razak Organizational Structure



Figure 12: Unit Pusat Sumber IPG Kampus Tun Abdul Razak organizational chart

## 1.7 COLLECTION

Collections in a library refer to items available to the general user. Items including books, DVDs, sound recordings, authorized databases, and equipment can all be found in library collections. The collections must include circulating resources in some quantity.



Figure 13: Ruang Bacaan

### Open shelf Collection

- The books have been categorised using the Dewey Decimal System. The call numbers are used to organise the books on the shelves. The books in this collection cover a range of topics and associated fields. The collection currently has 35,540 copies and is available for loan to eligible users.

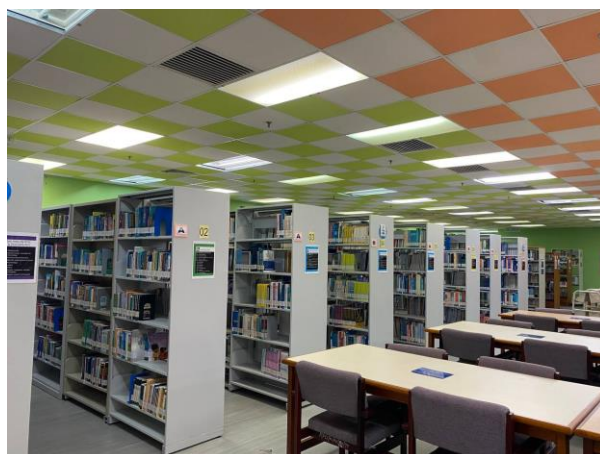


Figure 14: Open Shelf collection

## Reference Collection

- In order for library users to depend on their accessibility, the Reference Collection is composed of materials that must remain on the library. The books in this collection include dictionaries, atlases, handbooks, almanacs, statistics sources, and encyclopaedias. The Open Shelf Collection occasionally contains duplicate copies or earlier printings of a given title.



Figure 15: Reference collection

## Special Collection

- Special Collections contain journals, annual reports, conference proceedings, the organization's magazine, and other materials of particular significance and value to the research of indigenous cultures, history, literature, and other subjects. Special Collections materials are frequently priceless, uncommon, and fragile. As a result, they cannot be used outside of the library, unlike the Open Shelf Collection.



Figure 16: Special collection



## Red Spot Collection

- Books from the "red-spot collection" are student FYPs that are in high demand and were assigned by the lecturers and students as obligatory reading. They cannot be borrowed and may only be used at the library.



Figure 17: Red Spot collection

## Text Book Collection

- Multiple copies of textbooks from every subject are included in the Text Book Collection, along with more general reference resources including introductory, anthologies, and source books. The textbooks are available for loan.



Figure 18: Text Book collection

## Exam Paper Collection

- The Past Exam Papers Collection is a collection of exam papers from several IPGM courses that the Library has acquired since 2008. Only IPGM patrons have free access to the exam papers' material, and each item is available in the library.



Figure 19: Exam Paper collection

## Serial Collection

- Serial Collection include periodicals, newspapers, annuals (reports, yearbooks, etc.), journals and numeric monographic series. A large choice of serial publications is carefully chosen by library professionals. In addition to the library's book collection, serial publications are a significant source of up-to-date information in IPG Kampus Tun Abdul Razak disciplines. It can only be consulted at the library and cannot be borrowed.



Figure 20: Serial collection

## Multimedia Collection

- Various forms of multimedia resources are purchased by the library for use. The multimedia resources include audiocassettes, videotapes, videodiscs (VCD), digital versatile discs (DVD), and compact audio discs (CD). These resources are identified by their accession number. Users are advised not to copy, alter, and/or disseminate the materials off-campus.



Figure 21: Multimedia collection

## **1.8 SERVICES AND FACILITIES**

Different services and facilities are offered to users by Pusat Sumber in IPG Kampus Tun Abdul Razak. In accordance with their demands for study and research, librarians are available to provide users with both general and specialised service. Here are some highlights of the facilities and services offered.

- **References and Information Services**

Reference and information services are ones that the library offers to assist with getting users access to the information they require. These services connect library users to the appropriate materials, offer guidance on the library's collections, and offer services on various types of information from numerous sources. In essence, it assists the user in finding the material they require in the library as well as in finding the answers to the questions they have in mind. This service also comprises lending materials to patrons, renewing loans, reserving checked out items for the patron, and receiving materials that have been returned. This service handles library circulation tasks and is situated at the library's main entrance. It is the service point where users can apply for a library card, check out, renew, and return library materials.



Figure 22: Circulation counter

- **Interlibrary Loan**

Through the interlibrary loan (ILL) service, library resources that are not available in Pusat Sumber IPG Kampus Tun Abdul Razak are obtained to facilitate academic research. All students and staff at IPG Kampus Tun Abdul Razak are eligible for this service. In order to find the relevant materials, ILL contacts nearby libraries or institutions on behalf of Pusat Sumber IPG Kampus Tun Abdul Razak patrons and borrows books or copies documents.



- WebOPAC

WebOPAC is a bibliographic database of library resources created to let users search for books and other items without a librarian's help. Users can quickly and easily search for materials by title, author, subject, or keyword.

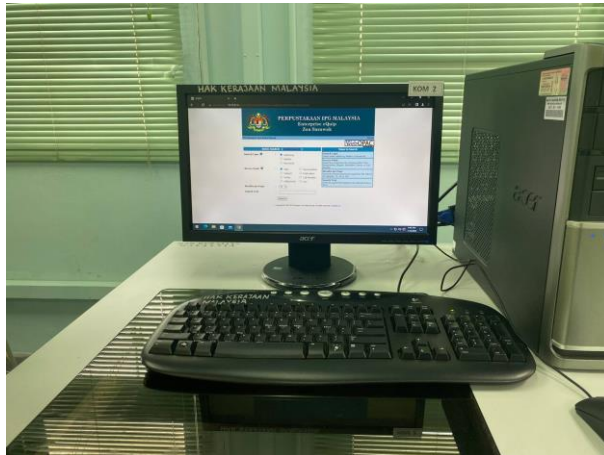


Figure 23: WEBOPac

- ISBN application

For individuals like students and lecturers who want to publish their work, Pusat Sumber IPG Kampus Tun Abdul Razak offers ISBN Application services. The staff at the library will assist them in entering information into the system regarding the book they wish to publish.

Tarikh Pohon ISBN	Judul: Subjudul	ISBN	Media / Format	Status
30 / 12 / 2021	24912 Lampu perjalanan KPPB IPGKTAR: kapasiti pedagogi pembelajaran bermakna: menari titik kefahaman: 2019-2021		Fizikal / Paperback	Depositori

Figure 24: ISBN Application status

- Locker

Bags and other personal items can be stored in locker facilities. All lockers are located at the library's main entrance.



Figure 25: Locker

- Leisure area

After looking through library collections, users can relax in a designated space. In case users get bored while waiting for library staff to assist them with circulation activities, board games are also available in that area for their use. There is also a couch and a television provided.



Figure 26: Leisure area

- COWAY water dispenser

In the library, a COWAY water dispenser has been placed close to the mini stage. Filtered water will now be available to library users who are in the nearby areas.



Figure 27: COWAY water dispenser

- Book drop

This service allows users to return borrowed books without having to go to the Circulation Counter or when the library is closed.



Figure 28: Book Drop

- Pondok Ilmu

Users of the library can film their assignment videos in Pondok Ilmu because the surroundings are ideal for videos. Due to Pondok Ilmu's provision of a few sofas and a table, users can also sit and relax there. Pondok Ilmu serves as a venue to showcase all of the awards that the library has accumulated throughout the years. But anyone who visits the space can also use it as a place to relax after going to the library.



Figure 29: Pondok Ilmu

- Discussion room

The discussion rooms are utilised for group study, group discussion, and tutorials. The rooms are occasionally used for meetings and interviews. Discussion rooms are not soundproof.



Figure 30: Discussion room

- Carrel room

Carrel rooms are secluded, secure study spaces. Users can reserve a carrel for private use if they need to be near the library's resources or if they need a quiet place to work. The carrel room's key will be issued to each user who requested to use the carrel room. All carrel rooms allow the use of PCs and laptops, and some of them also feature docking ports for network connection to the IPG Kampus Tun Abdul Razak.



Figure 31: Carrel Room

- Red Spot Room

Books from the "red-spot collection" are student FYPs that are in high demand and were assigned by the lecturers and students as obligatory reading. They cannot be borrowed and may only be used at the library.

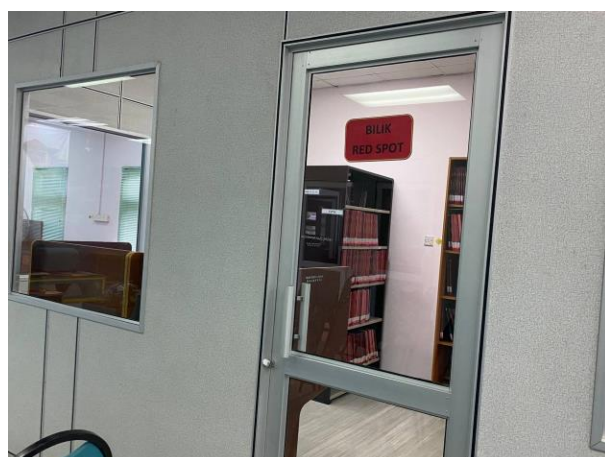


Figure 32: Red Spot Room



- Children Area

A few books and games for children under 12 are kept in this section. IPG Kampus Tun Abdul Razak offers a kindergarten for kids whose parents are employed there so that the parents can take their children to the library so they can read children's books and relax there.



Figure 33: Children area

- Mini stage

Pusat Sumber IPG Kampus Tun Abdul Razak regularly hosts events, therefore the mini stage is used for either the awarding of prizes or for speeches by speakers.



Figure 34: Mini stage

- New Book Display

This area features newly released books and artistic work created by IPG Kampus Tun Abdul Razak students and lecturers. This section serves to recognise their efforts in publishing their work.



Figure 35: New Book Display

**CHAPTER 2:**  
**ORGANIZATION INFORMATION**



## 2.1 DEPARTMENT STRUCTURE

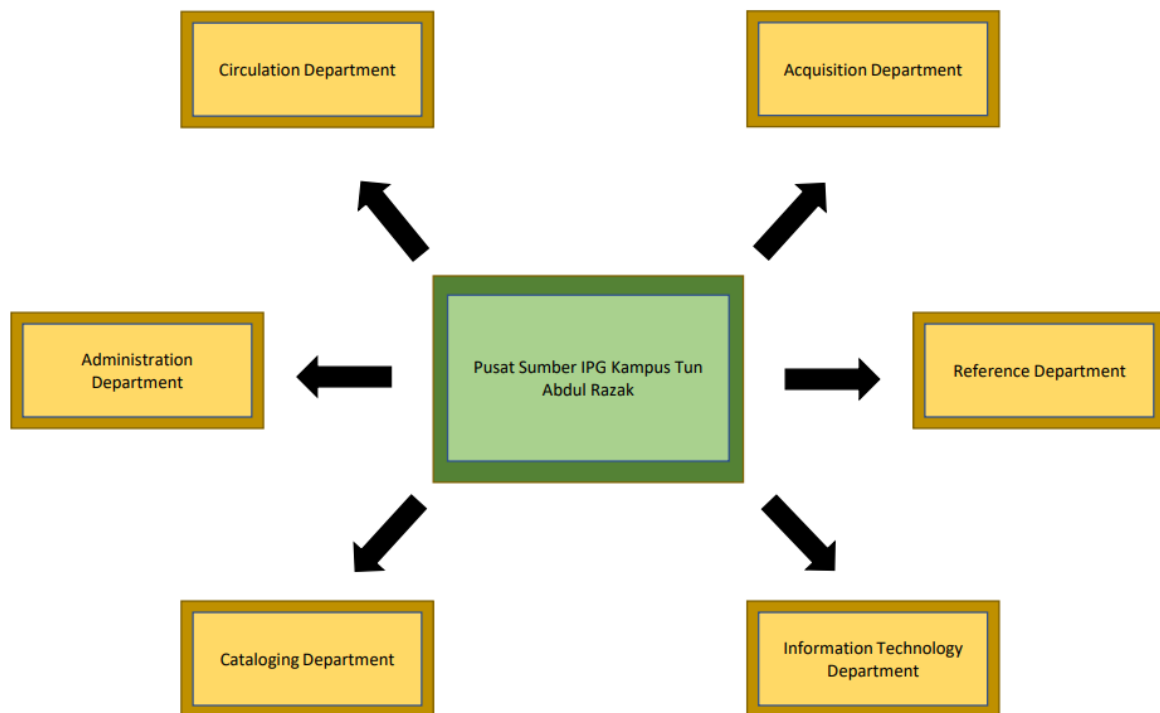


Figure 36: Organizational structure of Pusat Sumber IPG Kampus Tun Abdul Razak

The department function of Pusat Sumber IPG Kampus Tun Abdul Razak does not have a particular staff in charge of it. This is due to the fact that the library only has six staff. The librarian and assistant librarian will be in charge of all units.

- Administration Department  
Library administration is in charge of the library's internal and external administrative concerns, as well as providing administrative leadership, strategic planning, development/funding, and direction for the entire operation of Pusat Sumber IPG Kampus Tun Abdul Razak.
- Reference Department  
The Reference Department is in charge of assisting library users in identifying their needs by comprehending library resources and using efficient search strategies. Additionally, this department instructs users on how to obtain materials through interlibrary loan. Users can also request interlibrary loans from three libraries: UNIMAS, UiTM Sarawak, and IPG Kampus Batu Lintang.

- Circulation Department

Pusat Sumber IPG Kampus Tun Abdul Razak's main and most crucial department is the circulation department. I learn how to interact with library users out of this department. The circulation counter is located at the library's entrance, making it simple for users to find. This department provides services such as book borrowing, renewal, and return, handling of reminder letters, handling of late returns and verify membership status.



Figure 37: Kategori Ahli dan Kelayakan Pinjaman

- Cataloging Department

The unit responsible for cataloguing all of the library's material charges is known as the cataloguing unit. Cataloging is important because it assists users and librarians in locating the book they seek by referencing the author's name, book title, or subject. Furthermore, it leads to library holdings.

- Information Technology Department

The information technologies department serves as a vital support for the other Pusat Sumber IPG Kampus Tun Abdul Razak departments by creating, implementing, and maintaining the automated information technologies within the library.

**CHAPTER 3:**  
**INDUSTRIAL TRAINING ACTIVITIES**

### **3.0 INTRODUCTION OF INDUSTRIAL TRAINING ACTIVITIES**

The Unit Pusat Sumber IPG Kampus Tun Abdul Razak organised five months of industrial training activities for their internship student. All of the tasks, training, and activities are discussed in this chapter. Each task that the internship student was given comes with a thorough explanation of how the task is being completed. The internship student participation in the program and other activities was also explicitly defined.

### **3.1 INDUSTRIAL TRAINING ACTIVITIES**

On September 1, 2022, I reported for duty to Encik Ahmad Shah bin Abu Bakar, Head of Unit Pusat Sumber IPG Kampus Tun Abdul Razak. Encik Ahmad Shah greeted me and began the process of introducing me to everyone at IPG Kampus Tun Abdul Razak's numerous departments and units. Then he asked Puan Nurharlizani binti Razami, the librarian of Pusat Sumber IPG Kampus Tun Abdul Razak, to give me a tour of the library and introduce me to all of the library staff. I then was reminded of the guidelines that must be fulfilled during the industrial training period by Puan Nurharlizani and Encik Ahmad Shah. A sheet of paper with the industrial training schedule was issued to me, along with several documents that needed to be filled out.



Figure 38: Me reporting duty

I then was brought to the circulation counter to help with circulation tasks after the briefing session. The five-month industrial training task is shown in Figure 3 and must be followed. I was subsequently given a task by Encik Ahmad Shah to complete the ILMU Explorer Manual for use by future library staff. I, however, started my special project earlier as I finished the ILMU Explorer Manual in a matter of days. Encik Ahmad Shah, the supervisor, gave me a go to begin my special project straight away.

**SENARAI TUGAS PELAJAR PRAKTIKAL**

NAMA : SHARIFAH NIESSA FARISHA BINTI SYED HAILMI  
NO. PELAJAR: 2020984961  
JURUSAN : IJAZAH SARJANA MUDA SAINS MAKLUMAT (KEPUJIAN)  
PENGURUSAN PERPUSTAKAAN

1. Membantu tugas di Kaunter Sirkulasi.
2. Membantu proses penyusunan buku mengikut Sistem Pengelasan DDC.
3. Membantu dalam pemprosesan buku yang telah diterima.
4. Mengemaskini rak kertas peperiksaan dan membuat indek bagi rak tersebut.
5. Menjalankan tugas yang diarahkan dari semasa ke semasa.

Disediakan oleh:

**(NURHARLIZANI BINTI RAZAMI)**  
Pustakawan  
Tarikh: 26 Ogos 2022

Disahkan oleh:

**(AHMAD SHAH BIN ABU BAKAR)**  
Ketua Pusat Sumber  
Tarikh: 26 Ogos 2022

Figure 38: List of tasks for Unit Pusat Sumber intern

- Shelving, shelf reading and book shifting

My daily tasks included shelf reading and book shelving. Every morning, shelving and shelf reading will be completed. Pusat Sumber IPG Kampus Tun Abdul Razak used the Dewey Decimal Classification (DDC) system. I did for an hour of shelving and shelf reading. To ensure that each book is placed on its shelf and can be quickly located again in the future, I must must arrange all books according to their call numbers on the appropriate shelf.



Figure 39: Books I have to shelve everyday

Finding out how much empty space library staff have and allowing for the same amount on each shelf are two simple ways to shift books. The subject selectors were addressed by library staff to inquire about any subject areas that may be expanding more quickly than intended. If so, provide these places additional room for development. Due to the quantity of books that need to be moved, each phase of shifting requires a significant amount of time. We must traverse the portion that needs to be relocated three times, shelf by shelf. It takes two weeks to complete shelf reading after book shifting, which I completed on Shelves 300 and 400. Finally, it creates some room for the new books.



Figure 40: Book shifting



Figure 41: Book shifting

- Circulation activity

I was subsequently given the task of managing the circulation counter. Users can check out books, renew them, and return them there. I can also issue fines, verify their membership status, and do other things at the circulation counter. Users can simply enter the library through the circulation counter without entering the collection area because it is right next to the entrance. I also help register membership of new staff and lecturers for IPG Kampus Tun Abdul Razak.





Figure 42: Scan books for check out

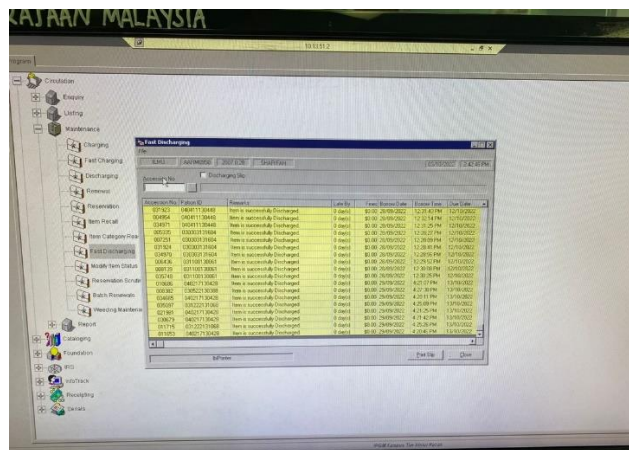


Figure 43: Books I checked out

- Cataloguing

It is the job of cataloguing to provide thorough bibliographic records for the materials that will be processed so that all library users can quickly and easily locate the materials. Before being placed on the shelves for circulation, every book that the library acquires or receives as a donation must first be catalogued. The process of assigning call numbers, subject headings, and authority checks for author names involved in the cataloguing of new books by library staff in order to generate the catalogue record. My task was to perform manual cataloguing, which involves filling out the cataloguing input sheet by hand with the material's bibliographic information. After the library staff has verified that the cataloguing input sheet is correct, I can key in the information from the cataloguing input sheet into the ILMU Explorer library system.



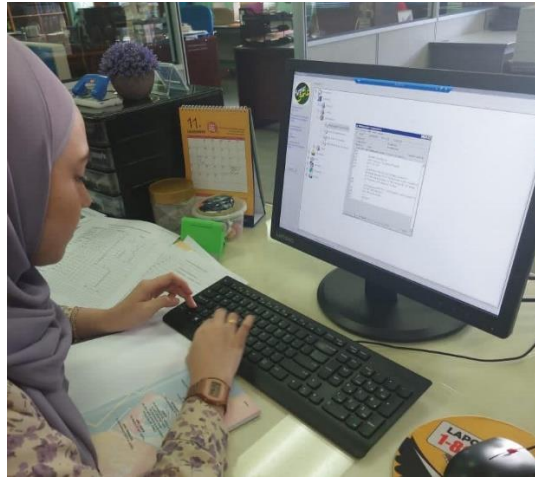


Figure 44: Cataloging in ILMU Explorer system

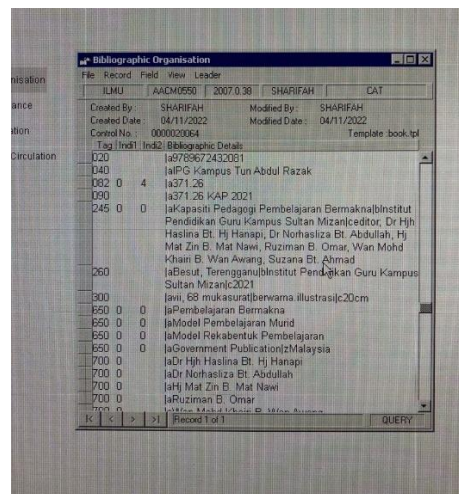


Figure 45: Books I catalogued

- Spine labelling

The paper description tag that is attached to the book's spine and usually contains the call number, author of the work and the year of publication. The spine label was traditionally applied after the book was bound, as opposed to being a part of the book's cover as is standard with modern publishing methods. Since the spine label was created to identify the book in a library rather than serve as a bibliographic record, it may not always accurately reflect the title of the book.



Figure 46: Books I did spine labelling

- **Kuiz Jawab dan Menang Perpustakaan IPGKTAR**  
 Quiz "Jawab dan Menang" was prepared by Pusat Sumber IPG Kampus Tun Abdul Razak for participation by staff and students. There is a total of ten questions about Pusat Sumber IPG Kampus Tun Abdul Razak that must be answered. Together, the library's staff brainstorm the questions. The quiz poster and the poster announcing the quiz winner were both given to me to design.



Figure 47: Poster I created for Kuiz Jawab dan Menang Perpustakaan IPGKTAR



Figure 48: Poster I created to announce the winner of the Kuiz Jawab dan Menang Perpustakaan IPGKTAR

- ILMU Explorer Manual

I was given the task of writing an instruction manual for ILMU Explorer for the use of upcoming library staff. The manual took me two weeks to complete. The manual's material is intended to be a straightforward instruction manual for users. I will include the manual in the appendices.

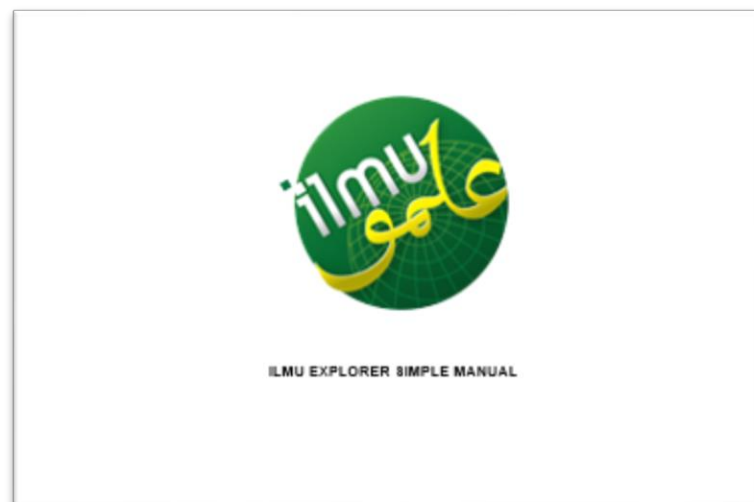


Figure 49: ILMU Explorer that I created

- Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) Institut Tadbiran Awam Negara (INTAN) Kampus Wilayah Sarawak

Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) was also attended by 18 individuals from Intan Sarawak. As the IPG Kampus Tun Abdul Razak has achieved EKSA accreditation from the Unit Permodenan Tadbiran dan Perancangan Pengurusan Malaysia (MAMPU), the purpose of the visit was to give a deeper understanding of the experience and sharing of EKSA practises at the IPG Kampus Tun Abdul Razak. This visit will potentially give Intan Sarawak's EKSA objectives to continue being committed to executing the EKSA and to obtain MAMPU accreditation. I assisted Encik Ahmad Shah, Head of Unit Pusat Sumber IPG Kampus Tun Abdul Razak in giving a tour to the visitors. I am also the AJK Penyampaian Hadiah Cenderamata & Sijil for the visit.



Figure 50: AJK Penyampaian Hadiah Cenderamata & Sijil for the visit



Figure 51: AJK Penyampaian Hadiah Cenderamata & Sijil for the visit



- Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) Institut Pendidikan Guru Kampus Kota Bharu

Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) was also attended by 30 individuals from IPG Kampus Kota Bharu. The purpose of the visit was to give a deeper understanding of the experience and sharing of EKSA practises at the IPG Kampus Tun Abdul Razak. This visit will potentially give IPG Kampus Kota Bharu's EKSA objectives to continue being committed to executing the EKSA and to obtain MAMPU accreditation. I assisted Encik Ahmad Shah, Head of Unit Pusat Sumber IPG Kampus Tun Abdul Razak in giving a tour to the visitors. I am also the AJK Penyampaian Hadiah Cenderamata & Sijil for the visit.



Figure 52: Giving a tour to the visitors from IPG Kampus Kota Bharu



Figure 53: Giving a tour to the visitors from IPG Kampus Kota Bharu

- Lawatan Sambil Belajar pelajar Tingkatan 5 SMK Tebakang Serian

The goal of the Lawatan Sambil Belajar Pelajar Tingkatan 5 SMK Tebakang Serian program was to introduce Form 5 students from SMK Tebakang Serian to library science knowledge in Pusat Sumber IPG Kampus Tun Abdul Razak. This programme involved 30 Form 5 students and 3 accompanying teachers. These types of programmes will give students' skills and abilities a more adaptable, exciting, engaging, targeted, and learning process approach. I assisted Encik Ahmad Shah, Head of Unit Pusat Sumber IPG Kampus Tun Abdul Razak in giving a tour to the visitors.



Figure 54: Giving a tour to the visitors from SMK Tebakan Serian



Figure 55: Giving a tour to the visitors from SMK Tebakang Serian

- Bengkel Penjilidan and Pembaikan Ringan  
which Pusat Sumber IPG Kampus Tun Abdul Razak organized Bengkel Penjilidan & Pembaikan Ringan. There are 9 participants that have joined Bengkel Penjilidan & Pembaikan Ringan from different departments. Encik Morsidi bin Shamsudin, Assistant Librarian IPGKTAR, and Encik Mazwadi bin Abdul Kadir, Operation Assistant, are the two facilitators who administer the programme. 50 papers were given to us to fold in half. We must fold them in half, compile it, then stitch it together using the provided needle and thread. Then we were instructed to cut the provided chipboard in accordance with the measurements of the size of the papers that had been assembled on it. We were then instructed to measure the size of the acrolin paper in accordance with the size of the chipboard. The chipboard and the acrolin paper should then be glued together with adhesive. After attaching them together, cut the acrolin paper according to the facilitator's measurement. The chipboard and paper should then be attached with adhesive to create the book cover.



Figure 56: Participate in Bengkel Penjilidan and Pembaikan Ringan



Figure 57: Participate in Bengkel Penjilidan and Pembaikan Ringan

- Majlis Anugerah Perkhidmatan Cemerlang Tahun 2021

Anugerah Perkhidmatan Cemerlang (APC) is an honour and privilege given to an employee to show appreciation and recognition for their contribution, which goes above and beyond the standard duties expected of them in their position. During the Majlis Anugerah Perkhidmatan Cemerlang Tahun 2021 IPG Kampus Tun Abdul Razak, the choir sang the IPGM song, Negaraku and Ibu Pertiwiku. A total of 30 students from different courses have joined the choir including myself.



Figure 58: Joined choir during Anugerah Perkhidmatan Cemerlang (APC)



Figure 59: Joined choir during Anugerah Perkhidmatan Cemerlang (APC)



- Lawatan Penanda Aras Pelaksanaan Ekosistem Kondusif Sector Awam (EKSA) SMK Agama Saratok

Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) was also attended by 30 individuals from SMK Agama Saratok. The purpose of the visit was to give a deeper understanding of the experience and sharing of EKSA practises at the IPG Kampus Tun Abdul Razak. This visit will potentially give SMK Agama Saratok's EKSA objectives to continue being committed to executing the EKSA and to obtain MAMPU accreditation. I assisted Encik Ahmad Shah, Head of Unit Pusat Sumber IPG Kampus Tun Abdul Razak in giving a tour to the visitors. I am also the AJK Penyampaian Hadiah Cenderamata & Sijil for the visit.



Figure 60: Giving a tour to the visitors from IPG SMK Agama Saratok



Figure 61: Giving a tour to the visitors from SMK Agama Saratok

- Program Wacana Professional Pensyarah Akademik IPGKTAR  
The Pusat Sumber IPG Kampus Tun Abdul Razak organised an event called "Program Wacana Professional Pensyarah Akademik IPGKTAR," and all lecturers were expected to attend. The aim of this program is to give lecturers new information and experience. Dr. Rosli bin Yacob, Timbalan Rektor Kanan IPGM, YBHG, a distinguished visitor who came all the way to Kota Samarahan Sarawak, is also present. I am also the AJK Penyampaian Hadiah Cenderamata & Sijil for the visit.



Figure 62: AJK Penyampaian Hadiah Cenderamata & Sijil for the program



Figure 63: AJK Penyampaian Hadiah Cenderamata & Sijil for the program

- Tun Abdul Rahman Ya'kub (PeTARY) Open Day and Literacy Program, Connect & Inspire

I attended the "Tun Abdul Rahman Ya'kub (PeTARY) Open Day and Literacy Program, Connect & Inspire" with Encik Ahmad Shah bin Abu Bakar, Head of Unit Pusat Sumber, at the Ruang Social Hub PeTARY UNIMAS Sarawak, Kota Samarahan, as a representative of the Unit Pusat Sumber IPG Tun Abdul Razak. The purpose of attending the program is to help officiate the program.



Figure 64: Opening of PeTARY Open Day



Figure 65: Me with Encik Ahmad Shah at PeTARY Open Day

- Promosi Peningkatan Profesionalisme Pensyarah Oleh City University Malaysia  
The Pusat Sumber IPGKTAR organised an event called "Program Wacana Professional Pensyarah Akademik IPGKTAR," and all lecturers and staff were expected to attend. The aim of this program is to give lecturers new information about masters or PHD if they ever wanted pursue their study. Dekan City University Malaysia, a distinguished visitor who came all the way to Kota Samarahan Sarawak, is also present. I am also the AJK Penyampaian Hadiah Cenderamata & Sijil for the visit.



Figure 66: Staff and lecturers seated at program



Figure 67: Pengarah IPG Kampus Tun Abdul Razak giving a speech

- Meeting with Kelab Rakan Pustaka

The meeting's purpose is to present the initiatives and plans for the coming semester. The meeting's outcomes are very positive since members from Kelab Rakan Pustaka dan staff from Pusat Sumber IPG Kampus Tun Abdul Razak may explore initiatives that might lead to future collaboration between the two parties.



Figure 68: Attend Kelab Rakan Pustaka Meeting

- Borang Pesanan Bahan Perpustakaan

The IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, assigned the job of entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan". I have to check the status of all the books in IPGKTAR Library OPAC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
3	<b>BORANG PESANAN BAHAN PERPUSTAKAAN</b>													
4	<b>JABATAN BAHASA</b>													
5	<b>Bil.</b>	<b>Judul</b>	<b>Pengarang</b>	<b>ISBN</b>	<b>Penerbit</b>	<b>Tahun Terbit</b>	<b>Harga Senaskah</b>	<b>Bilangan Diperlukan</b>	<b>Jumlah Harga (RM)</b>	<b>Status Buku DI PS IPGKTAR</b>				
6	1	Grammar and Context	Heveling, A. & Heveling, M.	9780415310802	Routledge Psychology Press	2005	724.50	1	5	415 HEW 2006				
7	2	Materials Development in Language Teaching	Tomlinson, B. (ed.)	9780521157049	Cambridge University Press	2011	231.00	1	1	418.0971 MAT 2011				
8	3	Practical language testing	Fulcher, G.	9780340984482	Routledge	2013	210.00	1	3	402.87 FUL 2010				
9	4	Talking about language assessment: The LAQ interviews	Kunzian, A. J.	9781138785519	Taylor and Francis	2014	828.00	1	1	418.0076 TAL 2015				
10	5	Language testing and assessment	Kunnan, A. J.	9780415339476	Routledge	2015	234.00	1	3	418.0076 FUL 2007				
11	6	Curriculum: Foundations, Principles, and Issues (2nd ed.)	Omstedt, A. C. & Huskins, F. P.	9781283162072	Palenon Edu. Ltd.	2014-2017	89.00	1	7	375.0010973 ORN 2018				
12	7	Curriculum development in language teaching (2nd Ed)	Richards, J.C	9780196855445	Cambridge University Press	2015-2017	258.50	1	1	418.0971 RIC 2017				
13	8	(3rd. ed.) Exploring writing: Paragraphs and essays	Langen, J.	9780771318034 9781262547740	New York: McGraw Hill	2013	97.90	1	3	808.942076 LAN 2020				
14	9	College writing skills with readings (9th ed.)	Langen, J.	9781259969632 9781260992029	New York: McGraw-Hill	2013	85.00	1		TIADA				
15	10	Academic Writing Skills-Student's Book 3	Chai, P. & Reid, S.	978107811931	Cambridge University Press	2013	165.00	1	2	808.066 CHI 2013				
16	11	Writing Skills with Readings (9th ed.) COLLEGE WRITING SKILLS WITH READINGS	Langen, J. College	9781259969632 9781260992029	New York: McGraw-Hill	2013	85.00	1		TIADA				
17	12	Academic Writing and Grammar for Students (2nd Edition)	Gemond, A.	9781472819365	UK: Sage Publications	2013-2015	120.00	1	1	808.066378 DSM 2016				
18	13	An Introduction to English grammar (4th. ed.)	Nelson, G. & Greenbaum, S.	978138850436	London: Routledge	2015	227.70	1	1	808.066378 NEL 2016				
19	14	An Introduction to sociolinguistics (5th ed.)	Holmes, J.	978138845015	New York: Routledge	2013-2017	227.70	1	1	428.2 NEL 2016				
20	15	Acting for Life: A textbook on Acting	Frakes, J. Michigan: Merivether Pub.	9781566081078		2005	114.00	1		TIADA				
21	16	Shakespeare's Theatre: a dictionary of his stage context	Richmond, H.	978062647787	New York: Continuum	2002-2004	898.00	1	2	782.85 RIC 2022				
22					Cambridge: Cambridge				1	822.43 NEW				

Figure 69: Excel spreadsheet of Borang Pesanan Bahan Perpustakaan



UAMA IPG INSTITUT PENGOBAHAN GELUJU KAMPUS TUN ABDUL RAZAK

BORANG PESANAN BAHAN PERPUSTAKAAN

No.	Judul	Pengarang	ISBN	Penerbit	Tahun Terbit	Harga Semula	Bilangan Diperlukan	Jumlah Harga (RM)	Status Buku D/P S/P
1	Practical Interview: 400 Pattern Scenarios and Resource Guide for Consulting & Recruitment (RM-44)	Stephen J.C. Sook J.	9781187368110 9781187368205	Psychology Press	2021	RM 75	1		1/1/2022 1/1/2022
2	The Interview: Practical and Real-World Approach (RM-45)	Harold B. N.	9780203048465 9781133419314	Palgrave Macmillan	1999 2015	RM 60	1		
						<b>Total (RM)</b>		<b>135.00</b>	

Tarikh: \_\_\_\_\_ Tambahan: \_\_\_\_\_ Bilangan / Total Bilangan: \_\_\_\_\_  
 (Untuk Peralihan / Pustaka) \_\_\_\_\_ Pengirim: \_\_\_\_\_  
 (Nama Peralihan / Pustaka) \_\_\_\_\_ (No. / Matrik / NPM)

Figure 70: Borang Pesanan Bahan Perpustakaan

- "Mempertingkatkan Pembelajaran Jarak Jauh: Buku Panduan Untuk Akademik" by The HEAD Foundation.

I accompanied Encik Ahmad Shah bin Abu Bakar, Head of Unit Pusat Sumber, as he distributed copies of the book "Mempertingkatkan Pembelajaran Jarak Jauh: Buku Panduan Untuk Akademik" by The HEAD Foundation to each unit and department of IPG Kampus Tun Abdul Razak. Each head of department and unit will receive the book, and they are required to sign as evidence as well as to acknowledge receiving it.



Figure 71: Books that need to be distributed to every unit and department



Figure 72: Me handing the book to one of head of the unit



Figure 73: Me handing the book to one of head of department

- Unit Pusat Sumber Meeting

I attended the Unit Pusat Sumber Meeting because it allowed us to solve problems, make choices, share knowledge, and interact as a group. We have comprehended and recognise meetings' significance as well as the potential ways that they can go off course if we are to contribute to making them effective.



Figure 74: Attended Unit Pusat Sumber Meeting

- Glamorous Night IPG Kampus Tun Abdul Razak Annual Dinner  
The Glamorous Night IPG Kampus Tun Abdul Razak Annual Dinner is a wonderful opportunity to uplift staff morale, recognise employees' contributions to the business, and foster their innovation. Additionally, it contributes to building highly motivated and laser-focused employees that will go above and beyond for the organisation.



Figure 75: Glamorous Night IPG Kampus Tun Abdul Razak Annual Dinner at the Imperial Hotel





Figure 76: Glamorous Night IPG Kampus Tun Abdul Razak Annual Dinner at the Imperial Hotel

- Farewell Party for Unit Pusat Sumber Intern

I go to Unit Pusat Sumber's farewell party for intern students. A farewell is a message of congratulations to someone departing the organization. A farewell is planned to wish departing staff luck and say goodbye. It assists in sending the message that they will be missed by those they leave behind.



Figure 77: Farewell Part by all unit and department in IPG Kampus Tun Abdul Razak



Figure 78: Farewell Part by Unit Pusat Sumber IPG Kampus Tun Abdul Razak



Figure 79: Farewell Part by all unit and department in IPG Kampus Tun Abdul Razak

### **3.2 SPECIAL PROJECT**

A special project might require multiple types or structures, depending on the type of library. The library may receive future contributions from some Special Projects in the form of events, activities, research, or other efforts. During their industrial training, every single student is required to complete at least one special project. It is also a crucial component of the industrial training report since it enables intern students to show that they grasp the material they have learned over the course of the five-month period. This project was reviewed by Pusat Sumber IPG Kampus Tun Abdul Razak Librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar because she was the one who suggested it to me.

The special project title is “Proses Pengesanan Bahan Rujukan yang Memenuhi Keperluan Malaysia Qualification Agency (MQA)”. The Malaysian Qualifications Agency (MQA) is a government agency in Malaysia established under the Malaysian Qualifications Act 2007 to accredit academic university programs by educational institutions conducting postsecondary or higher education, in addition to promote qualification accreditation and validation. A course that has been accredited by MQA is a symbol of high-quality assurance and demonstrates compliance with the Malaysian Qualifications Framework as well as the high standards and requirements specified by MQA. An MQA-accredited degree can also make it easier to enrol in postgraduate programmes, particularly at regional public universities. IPG Kampus Tun Abdul Razak has earned a certificate for the Program Ijazah Sarjana Muda Perguruan from the Malaysian Qualifications Agency (MQA).



Figure 80: MQA logo

Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, the librarian at Pusat Sumber IPG Kampus Tun Abdul Razak, and I implemented this project. This suggestion was made by courtesy to make the purchasing process easier for Unit Pusat Sumber IPG Kampus Tun Abdul Razak. Unit Pusat Sumber IPG Kampus Tun Abdul Razak will find it easier to choose a

library collection to add to the collection because the list of subjects that satisfy the collection's percentage has already been prepared using an excel spreadsheet. Additionally, it adds a list of books based on IPG Kampus Tun Abdul Razak course requirements. New sources are being added as a result of this initiative for the benefit of the students and lecturers at IPG Kampus Tun Abdul Razak. Additionally, this effort makes it simpler for library staff to choose which book to add to the collection.

In this special project, each academic department of IPG Kampus Tun Abdul Razak has submitted a list of reference materials in accordance with the Modul Kursus (MK) to the Unit Pusat Sumber IPG Kampus Tun Abdul Razak. Modul Kursus (MK) defines the course objectives and learning outcomes, course requirements, textbooks, and assessment dates and criteria. Additionally, it includes the tutors' and the course coordinator's contact information. This project's objective is to ensure that reference materials are accessible and to promote the usage of MQA-recognized reference sources. It is also to acquire high-quality reference materials for the Pusat Sumber IPG Kampus Tun Abdul Razak.

I was instructed to key in the reference material data into an Excel Spreadsheet template. The data must contain details such as the book's title, ISBN, location, call number, and notes. Following completion of all necessary information, I must locate the essential materials at the OPAC IPG Campus Abdul Razak and three other nearby universities, including UiTM, UNIMAS, and IPG Kampus Batu Lintang. After I have finished entering data from Modul Kursus (MK) and located the materials in the 4 libraries' OPAC, I must email the entire Excel file to Puan Dayang Sinarwaty Hidayat binti Abu Bakar so that she may analyse the percentage of reference materials that meet MQA requirements. After generating the percentage of the excel file, I then bring the generated document to Head of each Unit to be checked and signed to confirm the proportion. When the Head of the Units signs the document, it indicates that the reference material is current and will be needed to create future Modul Kursus (MK)s. I could not show all of the result of the generated percentages of the excel files as all of them are confidential to Pusat Sumber IPG Kampus Tun Abdul Razak.

In general, however, this is how the work is processed:

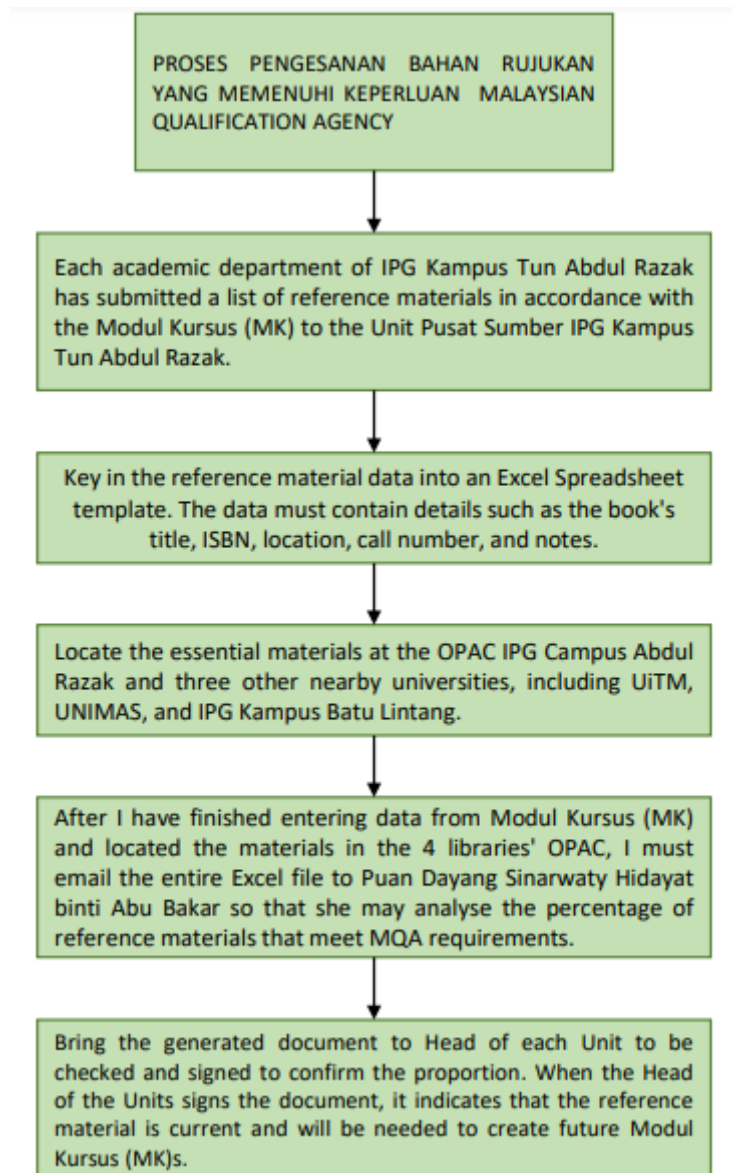


Figure 81: Process of my special project

SENARAI RUJUKAN UNTUK UNIT KOKURIKULUM								
BIL.	KURSUS	RUJUKAN ASAS	STATUS	CATATAN	IPGKBL	UITM	UNIMAS	
3	MPU3212							
4	Bilaha Insan Guru	Anderson, R. (2021). Survival 101 beginner's guide 2021 and bushcraft: The complete guide to urban and wilderness survival for beginners in 2021 (2 books in 1). Tyler Macdonald Publisher.	TIADA	Tajuk: Survival 101 beginner's guide 2021 and bushcraft: The complete guide to urban and wilderness survival for beginners in 2021 (2 books in 1). ISBN: 978-1951764920	TIADA	TIADA	TIADA	
5				Lokasi:				
6				Call No.:				
7				Nota:				
8				Tajuk: Prosedur operasi standard (SOP) releasi luar kebangsaan.	TIADA	TIADA	TIADA	
9		Hayam Cha Mas, Nor Rijan Izzahim, Nor Azi Mohamad Daud. (2023). Prosedur operasi standard (SOP) releasi luar kebangsaan. Pusat Penyelidikan UTM.	TIADA	ISBN:				
10				Lokasi:				
11				Call No.:				
12				Nota:				
13				Tajuk: The survival handbook.	TIADA	TIADA	TIADA	
14		Towell, C. (2020). The survival handbook. Dorring Kindersley Ltd.	TIADA	ISBN: 978-1485453990				
15				Lokasi:				
16				Call No.:				
17				Nota:				
18					IPGKBL	UITM	UNIMAS	
19				Tajuk: Behavior and group management in outdoor adventure education: Theory, research and practice.	TIADA	TIADA	TIADA	
20		Alan Ewert, A., & Davidson, C. (2017). Behavior and group management in outdoor adventure education: Theory, research and practice. Taylor and Francis Publisher.	TIADA	ISBN: 9781138935259				
21				Lokasi:				
22				Call No.:				
23				Nota:				
24				Tajuk: Swimming and water safety handbook (3rd ed.).	TIADA	TIADA	TIADA	
25		American Red Cross. (2016). Swimming and water safety handbook (3rd ed.). Library of Congress Publication	TIADA	ISBN: 9781584604468				
26				Lokasi:				

Figure 82: Jabatan Kokurikulum

SENARAI RUJUKAN UNTUK MATEMATIK								
BIL.	KURSUS	RUJUKAN ASAS	STATUS	CATATAN	IPGKBL	UITM	UNIMAS	
3	MT53192							
4	Introduction of Number Theory	Goetz, E., & Gray, L. M. (2021). Elementary number theory. Taylor & Francis Ltd.	TIADA	Tajuk: Elementary number theory. ISBN: 9781032017235	TIADA	TIADA	TIADA	
5				Lokasi:				
6				Call No.:				
7				Nota:				
8				Tajuk: Number theory.	TIADA	TIADA	TIADA	
9		Kuldeep Singh. (2020). Number theory. Oxford University Press.	TIADA	ISBN: 9780198946734				
10				Lokasi:				
11				Call No.:				
12				Nota:				
13				Tajuk: An illustrated theory of number.	TIADA	TIADA	TIADA	
14		Marin, H.W. (2016). An illustrated theory of number. American Mathematical Society.	TIADA	ISBN: 9781470463717				
15				Lokasi:				
16				Call No.:				
17				Nota:				
18				Tajuk: An introduction to the theory of numbers (8th ed.).	TIADA	TIADA	TIADA	
19		Hardy, G.H., & Wright, E.M. (2008). An introduction to the theory of numbers (8th ed.). Oxford University Press	TIADA	ISBN: 9780199219865				
20				Lokasi:				
21				Call No.:				
22				Nota:				
23					IPGKBL	UITM	UNIMAS	
24				Tajuk: Topics in number theory: An olympiad-oriented approach.	TIADA	TIADA	TIADA	
25		Billal, M., & Hossain, A. (2015). Topics in number theory: An olympiad-oriented approach. Independently published.	TIADA	ISBN: 9781719920315				
26				Lokasi:				
27				Call No.:				
28				Nota:				

Figure 83: Jabatan Matematik

SENARAI RUJUKAN UNTUK JSST MELALUI WHATSAPP									
BIL.	KURSUS	RUJUKAN ASAS	STATUS	CATATAN	IPGKBL	UITM	UNIMAS		
3	PSVK1143								
4	Asas Seni Digital	Poulin, R. (2018). The Language of Graphic Design Revised and Updated: An Illustrated Handbook for Understanding Fundamental Design Principles, USA.	TIADA	Tajuk: The Language of Graphic Design Revised and Updated: An Illustrated Handbook for Understanding Fundamental Design Principles. ISBN: 978-1592538256	TIADA	TIADA	TIADA		
5				Lokasi:					
6				Call No.:					
7				Nota:					
8				Tajuk: Graphic Design School: A Foundation Course for Graphic Designing Working in Print, Moving Image and Digital Media.	TIADA	TIADA	TIADA		
9		Dabner, D., Stewart, S., Zempol, E. & Vickress, A. (2017). Graphic Design School: A Foundation Course for Graphic Designing Working in Print, Moving Image and Digital Media, United Kingdom.	TIADA	ISBN: 978-0500291436					
10				Lokasi:					
11				Call No.:					
12				Nota:					
13				Tajuk: Teaching Graphic Design: Course Offerings and Class Projects from the Leading Graduate and Undergraduate Programs.	TIADA	TIADA	TIADA		
14		Heiler, S. (2017). Teaching Graphic Design: Course Offerings and Class Projects from the Leading Graduate and Undergraduate Programs, USA.	TIADA	ISBN: 978-1621538109					
15				Lokasi:					
16				Call No.:					
17				Nota:					
18					IPGKBL	UITM	UNIMAS		
19				Tajuk: Graphic Design for Everyone	TIADA	TIADA	TIADA		
20		Caldwell, C. (2019). Graphic Design for Everyone, United Kingdom.	TIADA	ISBN: 978-0241343814					
21				Lokasi:					
22				Call No.:					
23				Nota:					
24				Tajuk: Visual Communication Design: An Introduction to Design Concepts in Everyday Experience	TIADA	TIADA	TIADA		
25		Davis, M. & Hunt, J. (2017). Visual Communication Design: An Introduction to Design Concepts in Everyday Experience, United Kingdom.	TIADA	ISBN: 978-1474221573					
26				Lokasi:					
27									

Figure 84: Jabatan JSST

SENARAI RUIUKAN UNTUK JABATAN BAHASA								
BIL	KURSUS	RUIUKAN ASAS	STATUS	CATATAN		IPGKBL	UITM	UNIMAS
2	EDUP3063							
4	Assessment in Education		Tiada	Tajuk	Pentaksiran Pendidikan: Teori dan praktis ke arah transformasi sistem pendidikan	Tiada	Tiada	Tiada
5		Mohd. Hazim, (2016). Pentaksiran Pendidikan: Teori dan praktis ke arah transformasi sistem pendidikan negara. Kuala Lumpur: Kentalmas Jati Sdn. Bhd.		ISBN				
6				Lokasi				
7				Call No.				
8				Nota				
9				Tajuk	Educational assessment of student (6th ed.).	Tiada	Tiada	Tiada
10		Nitko, A.J. & Brookhart,S.M. (2011). Educational assessment of student (6th ed.). Boston:Pearson Education.	Ada	ISBN	131382888			
11				Lokasi	Pusat Sumber			
12			4th & 5th ed	Call No.	371.26 NIT2011			
13				Nota				
14				Tajuk	Performance-based assessment for 21st century skills.	Tiada	Tiada	Tiada
15		Stanley,T. (2014). Performance-based assessment for 21st century skills. Waco.Texas: Prufrock Press Inc.	Tiada	ISBN	978-1618212733			
16				Lokasi				
17				Call No.				
18				Nota				
19								
20								
21				Tajuk	How to assess higher order thinking skills in your classroom.	Tiada	Tiada	Tiada
22		Brookhart, S.M. (2013). How to assess higher order thinking skills in your classroom. Virginia:ASCD.	Tiada	ISBN	978-1416610489			
23				Lokasi				
24				Call No.				
25				Nota				
26				Tajuk	Essentials of assessment for learning	Tiada	Tiada	Tiada

Figure 85: Jabatan Bahasa

UNIT PUSAT SUMBER									
INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK									
BILANGAN BUKU PUKUJUKAN ASAS DAN RUIUKAN TAMBAHAN UNTUK PENGAJIAN ADAMA ISLAM									
BH	Kod Kursus	Nama Kursus	Bilangan Pujukan Asas		Peratus Penerimaan		Peratus Penerimaan		
			Ada	Dicadangkan	Ada	Dicadangkan			
1	PMK 3183	PROFESIONALISME GURU PENDIDIKAN ISLAM DAN FISI DISYUJUK	3	3	0%	1	7	14%	
2	PMK 3013	PENGAJIAN KURKULUM PENDIDIKAN ISLAM SEKOLAH BENDAH	3	3	0%	1	7	14%	
3	PMK 3033	PENGAJIAN TAFSIR AL QURAN	3	3	0%	1	7	14%	
4	PMK 3033	PENGAJIAN SIRAH	3	3	0%	0	0	0%	
5	PMK 3043	PENGALAMAN AKIDAH	3	3	0%	0	0	0%	
6	PMK 3053	PEDAGOGI PENDIDIKAN ISLAM 1 JAKEDAH & SIRAH	3	3	0%	2	6	33%	
7	PMK 3052	SENI DALAM PENDIDIKAN ISLAM	3	3	0%	1	3	13%	
8	PMK 3073	PEDAGOGI PENDIDIKAN AL QURAN	2	2	100%	0	7	0%	
9	PMK 3083	PENGAJIAN FIKH	0	3	0%	1	6	33%	
10	PMK 3083	PEDAGOGI PENDIDIKAN ISLAM 2 JAKEDAH, AKHLAK DAN JIWA	0	2	0%	1	6	17%	
11	PMK 3013	PENGAJIAN AKHLAK	0	3	0%	0	7	0%	
12	PMK 3113	TARBIHILAH DAN HIFAZAH AL-QURAN	0	3	0%	1	3	13%	
13	PMK 3123	PENTAKSIRAN DALAM PENDIDIKAN ISLAM	0	3	0%	1	6	17%	
14	PMK 3132	PENDIDIKAN KALIFIP	0	3	0%	0	3	0%	
15	PMK 3143	ASAS PENYELIDIKAN DALAM PENDIDIKAN	2	3	67%	2	8	25%	
16	PMK 3152	IKONAS DIGITAL DALAM PENGAJARAN DAN PEMBELAJARAN	0	3	0%	0	4	0%	
18	PMK 3173	PEMILU, ERUAN DALAM PENDIDIKAN - KERTAS PROJEK	0	1	0%	4	5	80%	
20	PMK 3074	PENGANTAR TILAWAH AL QURAN	0	4	0%	0	5	0%	
21	PMK 3084	PENGANTAR AKIDAH ISLAM	0	3	0%	0	6	0%	
22	PMK 3084	PENGANTAR ILMU FIKH	0	3	0%	0	5	0%	
23	PMK 1104	PENGANTAR ULUM AL QURAN DAN ULUM AL AHADIS	0	3	0%	0	5	0%	
24	PMK 1114	PENGALIAN JIWA DAN KHAT	0	3	0%	0	0	0%	
25	PMK 1124	SIRAH NABI MUHAMMAD DAN TARBIH ISLAM	0	3	0%	0	7	0%	
26	PMK 1134	ASAS TILAWAH AL QURAN	0	4	0%	0	5	0%	
27	PMK 1144	PENGALIAN JIWA DAN KHAT	0	3	0%	2	6	33%	
28	BAHB 3023	BAHU BAHASA ARAB 1	0	3	0%	0	4	0%	
29	BAHB 3033	BAHU BAHASA ARAB 2	0	4	0%	0	0	0%	
30	BAHB 3083	PROSEDUR KURKULUM DAN PENTAKSIRAN BAHASA ARAB SEKOLAH	0	3	0%	0	4	0%	
31	BAHB 3103	KEMAHIRAN BAHASA 1	0	3	0%	0	0	0%	
32	BAHB 3113	KEMAHIRAN BAHASA 2	0	3	0%	0	0	0%	
33	BAHB 3223	KANDAH PENGAJARAN KEMAHIRAN BAHASA 1	0	3	0%	0	0	0%	
34	BAHB 3213	KANDAH PENGAJARAN KEMAHIRAN BAHASA 2	0	3	0%	0	0	0%	
			Jumlah	4	95	4%	10	103	12%

Figure 86: One of Jabatan Bahasa excel that has been generated



UNIT PUSAT SUMBER  
INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK  
BILANGAN BUKU MK YANG DIBELI PADA TAHUN 2022  
BERDASARKAN PERMOHONAN JABATAN/UNIT

Bil	Jabatan/Unit	Bilangan Rujukan Asas		Peratus Perolehan
		Ada	Dicadangkan	
1	Bahasa	34	49	69%
2	JAPIM	5	12	42%
3	Ilmu Pendidikan	62	88	70%
4	Kaunseling	36	55	65%
5	Ko kurikulum	6	9	67%
6	PJK	40	74	54%
7	Matematik	31	55	56%
8	Pengajian Melayu	15	19	79%
9	PIPK	12	13	92%
10	Praktikum	2	2	100%
11	Sains	15	27	56%
12	Teknologi Pendidikan	45	73	62%
	Jumlah Keseluruhan	303	476	64%

Figure 87: Bilangan Buku MK yang Dibeli Pada Tahun 2022

The benefits of this project are the source of information used MK is crucial in order to create a better lesson. A well-planned lesson can also make the act of lecturing more enjoyable by improving the lecturer's confidence in themselves and allowing them to focus more on interaction with the students rather than what is meant to happen next. Significantly, thorough good planning can save time by preventing hurried attempts to create the supplies needed for a lecture session. By using the freed-up time for themselves or other activities, lecturers can better balance their work and personal lives.



**CHAPTER 4:**  
**INDUSTRIAL TRAINING REFLECTION**

#### **4.0 INDUSTRIAL TRAINING REFLECTION**

Throughout the course of the five-month internship, the intern will make comments, reflections, and recommendations in this chapter. Industrial training is the method of exposure to the fundamentals of work. It is beneficial for a student without prior work experience to gain knowledge of the workplace. The student engaging in the internship gained several lessons during the industrial training.

#### **4.1 APPLICATION OF KNOWLEDGE, SKILLS, AND EXPERIENCE IN UNDERTAKING THE TASK**

I have learned a lot of knowledge and skills throughout their five months of industrial training at Perpustakaan Hamsiah, Unit Pusat Sumber IPG Kampus Tun Abdul Razak, particularly in library management. The goal of industrial training is to motivate students to put the knowledge and skills they have acquired during their university courses to use. For example, subjects taught in faculty that are useful for interns to utilise in industrial training include Organization of Information: Subject Cataloging and Classification (IML555) and Computerized Cataloguing (IML655).

- Library skills

Pusat Sumber IPG Kampus Tun Abdul Razak, requires interns to prepare themselves with cataloguing abilities in order to carry out the acquisition and cataloguing processes. I used the knowledge I learned in the Organization of Information: Computerized Cataloging (IML 655) subject to complete the cataloguing process by referring the MARC21. I learned how to enter data for bibliographic arrangement in the KOHA system during the faculty's class session. The industrial training allowed me to gain expertise with another library management system, ILMU Explorer, an Integrated Library Management System (ILMS) perform the same functions. Other than that, I utilised what I had learned from the Subject Cataloging and Classification (IML 555) subject, making it easy to complete subject headings and all identifiers that needed to be allocated to each and every book.

- Communication skills

People can better comprehend each task by communicating with one another. There will be some things I did not grasp when receiving instructions. Therefore, I must immediately inquire about those matters. I risk making an error while performing the activity if I am reluctant to ask is very high. There will probably be some issues and it

will include crucial documents. Additionally, while I was on duty at the circulation counter, some users will stop by with questions or requests for help locating library materials. Therefore, I must communicate effectively for the users to comprehend what I was saying. As a result, it's crucial that all parties understand the subject being discussed through communication.

- Time management

Time management is essential since it enables interns to complete their tasks, activities, and projects within only five months. The ability to manage their time will help me feel more in control, experience less stress, and complete my work on schedule. I will have more options and waste less time on unimportant things when I effectively manage my time. Task prioritisation and scheduling skills will be very useful. People that are good at managing their time well will be able to accomplish their goals and objectives more swiftly and successfully. I must effectively manage my time because I must input all the data into an excel spreadsheet for MQA purposes and catalogue all the books within the time constraints provided by the librarian.

- Computer skills

The majority of the time, I was able to pick up some computer skills throughout industrial training, particularly when it came to developing the ILMU Explorer manual, scheduling meetings in Zoom, scanning crucial documents from other departments, and preparing excel spreadsheet files. Utilizing software like Microsoft Excel, Word, and PowerPoint, which are frequently used in Unit Pusat Sumber IPG Kampus Tun Abdul Razak, the intern completed tasks on a computer or laptop.

## **4.2 PERSONAL THOUGHTS AND OPINION**

- Working environment

I had a really pleasant working environment and reduced stress during my five months of industrial training at Perpustakaan Hamsiah, Unit Pusat Sumber IPG Kampus Tun Abdul Razak. When I had issues with my tasks, the staff from every unit team encouraged and directed me throughout my industrial training experience, and I learned a lot from them. Through this industrial training, I learned to give my all to the tasks that my supervisor and librarians assigned. Intern responsibilities include handling work responsibly and carrying out tasks as requested by the supervisor.

- Positive workplace

As an intern, I am certain that over the duration of my five months of my industrial training, I was able to sense the chemistry among the staff because every staff of each unit demonstrates the closeness of the staff. Everyone is treated like family, and I definitely appreciate the kind welcome extended to me as an intern who is nevertheless a newcomer. Regardless of their optimistic outlook, the staff frequently celebrate modest occasions like tiny potlucks, birthdays, and Friday charity. Although it is true that contented people are more enthusiastic about their workloads, happiness itself boosts wellbeing, morale, and productivity.

- Leadership behaviour

Leadership is crucial during industrial training because it enables individuals to manage and distribute tasks, encourage team members, listen to feedback, and solve issues in a continuously changing environment. Even on hectic days, having a good attitude as a leader can contribute to creating a joyful and healthy work environment. Leadership requires a high level of trustworthiness because teammates will respect leaders who are open and transparent with them. Responsibility in leadership is the capacity to acknowledge faults, errors, and failures while also being open to making adjustment. I appreciate that my boss, Encik Ahmad Shah bin Abu Bakar, has outlined all of these criteria.

- Learning new skill

As an intern, I should not be concerned or hesitant to try something new if I were given a task I am unfamiliar with. Who knows, someone may have been given the jobs and failed to finish them numerous times before the librarian referred the intern because the intern is an expert in that task.

### **4.3 LESSON LEARNT**

- Teamwork

Teamwork is crucial during my industrial training since it helps everyone support one another in completing a task or objective rather than leaving it on one person's weight. Working as a team involves more than just being together; it also involves sharing and integrating ideas to complete a goal. Sharing opinions and ideas is welcomed. Instead of having one person do everything, a competent team will divide up the work according to each member's areas of strength.

- Adopt new skills

Developing abilities throughout industrial training is just as vital as making our skills desirable in the industry and considering how we may profit from our efforts. Using my university-learned abilities to finish specified projects counts as evidence that I have accomplished them, in addition to my work placement. By simultaneously enhancing my soft and physical skills during my industrial training at Unit Pusat Sumber IPG Kampus Tun Abdul Razak, I have learned a lot. In addition to developing my abilities, I learned how to deal with a professional environment that is very diverse from university life. By collaborating on advance learning at work, I may learn new things from them. In addition, demand for technology circulation throughout the organisation is expanding. The abilities I have gained essentially boost the value of my resume for future use.

- Connect with people at your career-level

Regardless of industry, people frequently learn how important it is to have knowledgeable leaders to look up to when building partnerships. However, I was able to work on projects together and provide input on each other's most recent efforts so that we could both get the greatest outcome. I want to be clear that in order to gain greater experience and prospects in the future, a degree student like myself has to work in a well-prepared environment.

- Invest in written and verbal communication skills

I believe that there are few skills more crucial than the capacity for good communication. I am able to provide clear and concise information to a variety of groups. While timing and luck play a part in some success factors, I can improve my communication skills by starting early and using frequent effort. I talked to several staff members throughout my industrial training, not just those from Unit Pusat Sumber,

about my special project to get their opinions. By talking to people of various personalities, I developed my ability to adjust to new environments and have a multifaceted understanding of people.

- Look presentable

To work at the circulation counter, I must be dressed appropriately. To be presentable when interacting with the users, I must consistently be neat, tidy, and well-dressed. It is crucial to use subtle communication to put people at ease and encourage interaction with me. Wherever feasible, I have to put a grin on for all users to encourage them to return. I should always take care of my appearance because it contributes to how I show myself. The language used in this contact is essential, therefore I should really be friendly and speak to everyone gently.

- Self-discipline

Working from 8:00 a.m. to 5:00 p.m. every day has taught me how to be a person of discipline. I also discovered that I had to get permission from my supervisor before leaving the office for any personal reasons. Self-discipline of interns is crucial in industrial training since individuals who are disciplined enough to achieve project deadlines without constant pressuring are also capable of setting their own work schedules. For an intern to succeed, I must be self-imposed focused and determined.

#### **4.4 LIMITATIONS AND RECOMMENDATIONS**

- Fear of public speaking

I was invited to make a speech in front of everyone at my farewell party. I struggled to speak clearly since I could see everyone's eyes on me. Public speaking makes me nervous. Fear of public speaking is a typical source of anxiety. From mild uncertainty to paralysing fear and terror, it can fluctuate in intensity. I suffer from this phobia either completely avoid public speaking situations or endure them while trembling and quavering. I can get over my fear in a certain way. I would recommend myself to write a script and consistently rehearse. I need to prepare my speech by writing out a script with the main points.

- Poor of leadership role

My limitation is the lack of effective leadership among library staff. As an example, I do have leadership flaws like giving bad criticism, failing to set clear expectations, and being too critical. I recommend myself getting involved in training programmes for leadership. I am doing this to make sure I lead in the most effective way possible. The best leadership style will be implemented in my work with the help of leadership training.

## **5.0 CONCLUSION**

Finally, the intern expressed satisfaction with the completion of their industrial training at Perpustakaan Hamsiah, Unit Pusat Sumber IPG Kampus Tun Abdul Razak. The industrial training gives the intern a lot of experience and expertise. Thus, it may boost their self-assurance and prepare them for the actual task. During their industrial training at Perpustakaan Hamsiah, Unit Pusat Sumber IPG Kampus Tun Abdul Razak, all the librarians assisted the intern and worked together as a team, which the intern found to be remarkably helpful. The intern has gained a lot of experience and knowledge since completing the industrial training since it exposes the intern to a real-world working environment. For the facilities and services that the library offers, Perpustakaan Hamsiah, Unit Pusat Sumber IPG Kampus Tun Abdul Razak is a significant place for the lecturers, staff, and all of the students. People may indeed understand that libraries are important in institutions which that can provide users with the knowledge and information they need. Additionally, the intern will learn from the industrial training how to utilize the skills to prevent problems from occurring. The experiences gained throughout the industrial training can assist the intern in developing greater self-assurance and a positive outlook in preparation for the real working environment. Due to their experience, the intern will be more aware of what they can and cannot accomplish in the workplace.



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Sejarah MQA IPGKTAR. (n.d.). <https://mqa.ipgmktar.edu.my/sejarah.html>

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<https://eduadvisor.my/articles/what-is-mqa-accreditation-do-you-need-it>

# **APPENDICES**





# KUIZ JAWAB & MENANG

## @ PERPUSTAKAAN IPGKTAR

23 - 31 DISEMBER 2022

<p><b>1</b> Bilakah Hari Buku dan Hak Cipta Sedunia? Jawapan : .....</p>	<p><b>6</b> Apakah nama Kelab pelajar di bawah kelolaan Perpustakaan IPGKTAR? Jawapan : .....</p>
<p><b>2</b> Apakah Slogan Kempen Membaca yang digunakan pihak perpustakaan IPGKTAR? Jawapan : .....</p>	<p><b>7</b> Apakah Misi Perpustakaan IPGKTAR? Jawapan : .....</p>
<p><b>3</b> Siapakah Ketua Pusat Sumber IPGKTAR yang terkini? Jawapan : .....</p>	<p><b>8</b> Apakah perkhidmatan yang memudahkan pencarian rekod bahan perpustakaan? Jawapan : .....</p>
<p><b>4</b> Berapakah tempoh pinjaman buku yang dipinjam oleh seorang ahli perpustakaan ? Jawapan : .....</p>	<p><b>9</b> Apakah sistem pengelasan koleksi perpustakaan yang digunakan Perpustakaan IPGKTAR? Jawapan : .....</p>
<p><b>5</b> Berapakah denda kelewatan pemulangan pinjaman dan kehilangan buku? Jawapan : .....</p>	<p><b>10</b> Apakah inovasi penambakan penyampaian perkhidmatan Perpustakaan IPGKTAR? Jawapan : .....</p>

**Syarat-syarat penyertaan:**

- Terbuka kepada semua warga IPGKTAR.
- Semua jawapan hendaklah ditulis di ruangan jawapan hebahanan ini.
- Tulis komen anda (tidak melebihi 10 patah perkataan)  
\*Saya suka Perpustakaan IPGKTAR kerana
- Sila hantar jawapan anda ke pautan dengan mengimbas QR kod.



**SILA IMBAS**

<https://bit.ly/3vef8ic>



**HADIAH MEKANIK  
MISWANTI  
PATAH PERKATAAN**

Unit Pusat Sumber IPGKTAR ☎ 082-673800 ext. 138 ✉ ipgktar.pusatsumber@ipgm.edu.my 📷 krpipgktar

# PEMENANG

## KUIZ JAWAB & MENANG

### @ PERPUSTAKAAN IPGKTAR

ANJURAN UNIT PUSAT SUMBER

23 - 31 DISEMBER 2022

<https://bit.ly/3vef8ic>

KATEGORI STAF	KATEGORI PELAJAR
<p><b>1 DR. WONG SIEW LANG</b> "Saya suka Perpustakaan IPGKTAR kerana banyak kemudahan / bahan bacaan boleh diperolehi secara fizikal atau atas talian dengan suasana yang kondusif."</p>	<p><b>1 NUR SYAZANA BINTI ZULKEFLI</b> "Saya suka Perpustakaan IPGKTAR kerana mempunyai pelbagai bahan bacaan dari pelbagai genre."</p>
<p><b>2 CIK CYNTHIA CHAN SING MEI</b> "Saya suka Perpustakaan IPGKTAR kerana persekitaran kondusif dan semua staf library mesra dan comel."</p>	<p><b>2 NURZIANA TUL AKMA BINTI SINI</b> "Saya suka Perpustakaan IPGKTAR kerana mampu memenuhi keperluan pembelajaran, pengajaran dan penyelidikan di institut."</p>
<p><b>3 CIK NORMAH ZEN</b> "Saya suka Perpustakaan IPGKTAR kerana suasana yang kondusif menarik selangkah selangkah sejuara pengetahuan."</p>	<p><b>3 EASTHER WONG SIU NING</b> "Saya suka Perpustakaan IPGKTAR kerana perpustakaan kami bersih, kemas, mempunyai bahan bacaan yang cukup dan telah mewujudkan kawasan pelajar yang amat sempurna."</p>

*"Terdapat dua aplikasi kepada semua pemenang dan bagi yang tidak tercapai, pengumuman akan datang lagi pada masa akan datang. Terima kasih dan selamat kepada semua peserta dan semua pemenang. Kami akan memberi sokongan kepada aktiviti yang dijalankan oleh ahli kami."*



Unit Pusat Sumber  
IPG Kampus Tun Abdul Razak,  
Jalan Dato' Mohd. Musa,  
94300 Kota Samarahan, Sarawak.

Tel: 082-673800 ext 138  
Faks: 082-672984  
ipgktar.pusatsumber@ipgm.edu.my  
krpipgktar

Laman web:  
<https://sites.google.com/ipgktar.edu.my/perpustakaanipgktar/utama>



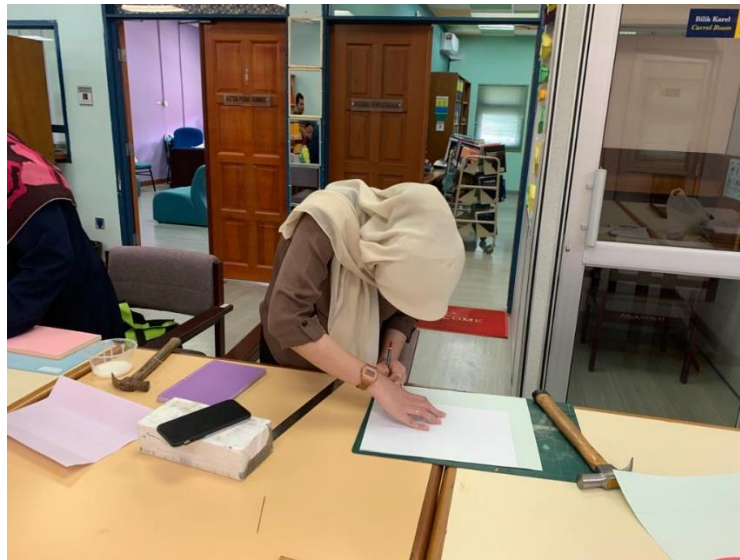














**INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK**  
**94300 KOTA SAMARAHAN, SARAWAK**  
Tel: 082-673800 Faks: 082-672984

**MEMO**

<b>Daripada:</b>	Ketua Pusat Sumber	<b>Ruj. :</b>	IPGKTAR/144/100-15 Jld. 5 (15)
<b>Kepada:</b>	Puan Nurharlizani binti Razami Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar Encik Morsidi bin Shamsudin Puan Joyce Paya Apoi Encik Mazwadi bin Abd Kadir Cik Sharifah Niessa Farisha binti Syed Hailmi (Pelatih Industri)	<b>Tarikh:</b>	16 Januari 2023
<b>Perkara:</b>	<b>Mesyuarat Unit Pusat Sumber Bil. 1/2023</b>	<b>s.k.:</b>	Fail Pusat Sumber

Tuan/Puan,

Dengan hormatnya perkara di atas dirujuk.

2. Sukacita dimaklumkan bahawa tuan/puan dijemput untuk menghadiri Mesyuarat Unit Pusat Sumber Bil. 1/2023 yang akan diadakan seperti berikut:

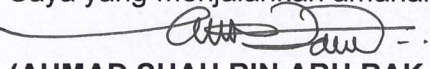
- Tarikh : 27 Januari 2023 (Jumaat)**  
**Masa : 9:00 pagi**  
**Tempat : Perpustakaan**  
**Agenda :**
- 1) Perutusan Pengerusi
  - 2) Maklumat Mesyuarat MPPP Bil. 1/2023
  - 3) Pengesahan Minit Mesyuarat Bil. 6/2022
  - 4) Perkara-perkara Berbangkit
  - 5) Penilaian Perancangan Tahunan Jabatan/ Unit Januari – Disember 2022 [LAM-PT-02-02]
  - 6) Laporan Unit Perkhidmatan, Unit Perolehan & Unit Khidmat Teknik
  - 7) Isu-isu Kualiti
  - 8) Hal-hal Lain

3. Kehadiran adalah **WAJIB** dan kerjasama pihak tuan/puan amatlah dihargai.

Sekian, terima kasih.

**“BANGSA MEMBACA BANGSA BERJAYA”**  
**“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,

  
**(AHMAD SHAH BIN ABU BAKAR)**

Ketua Pusat Sumber  
Institut Pendidikan Guru  
Kampus Tun Abdul Razak  
Kota Samarahan, Sarawak.  
ASAB/nhr



**ILMU EXPLORER SIMPLE MANUAL**

**TABLE OF CONTENT**

How to Login into Ilmu Explorer.....1

How to do Circulation Process (Lending).....7

How to do Circulation Process (Return).....15

How to do Circulation Process (Renewal).....22

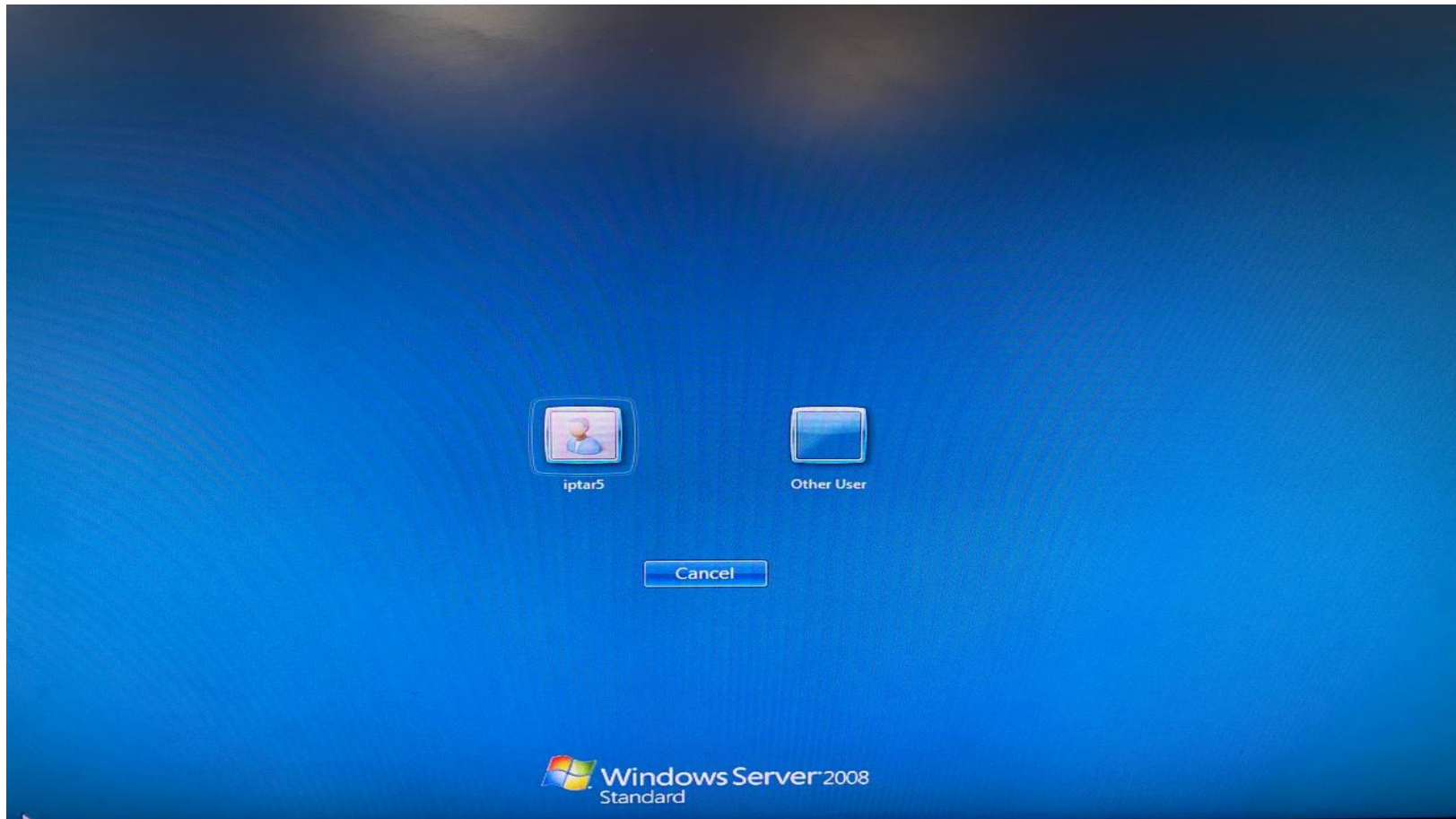


## HOW TO LOGIN INTO ILMU EXPLORER

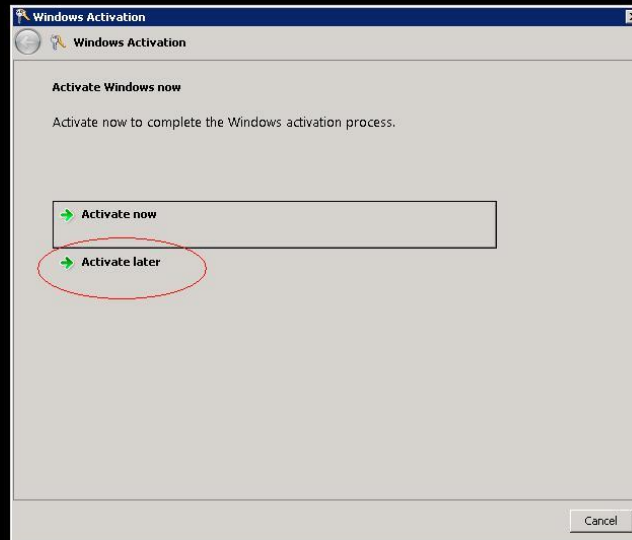
Step 1: From the main interface of the PC, click 'Ilmu Explorer'.



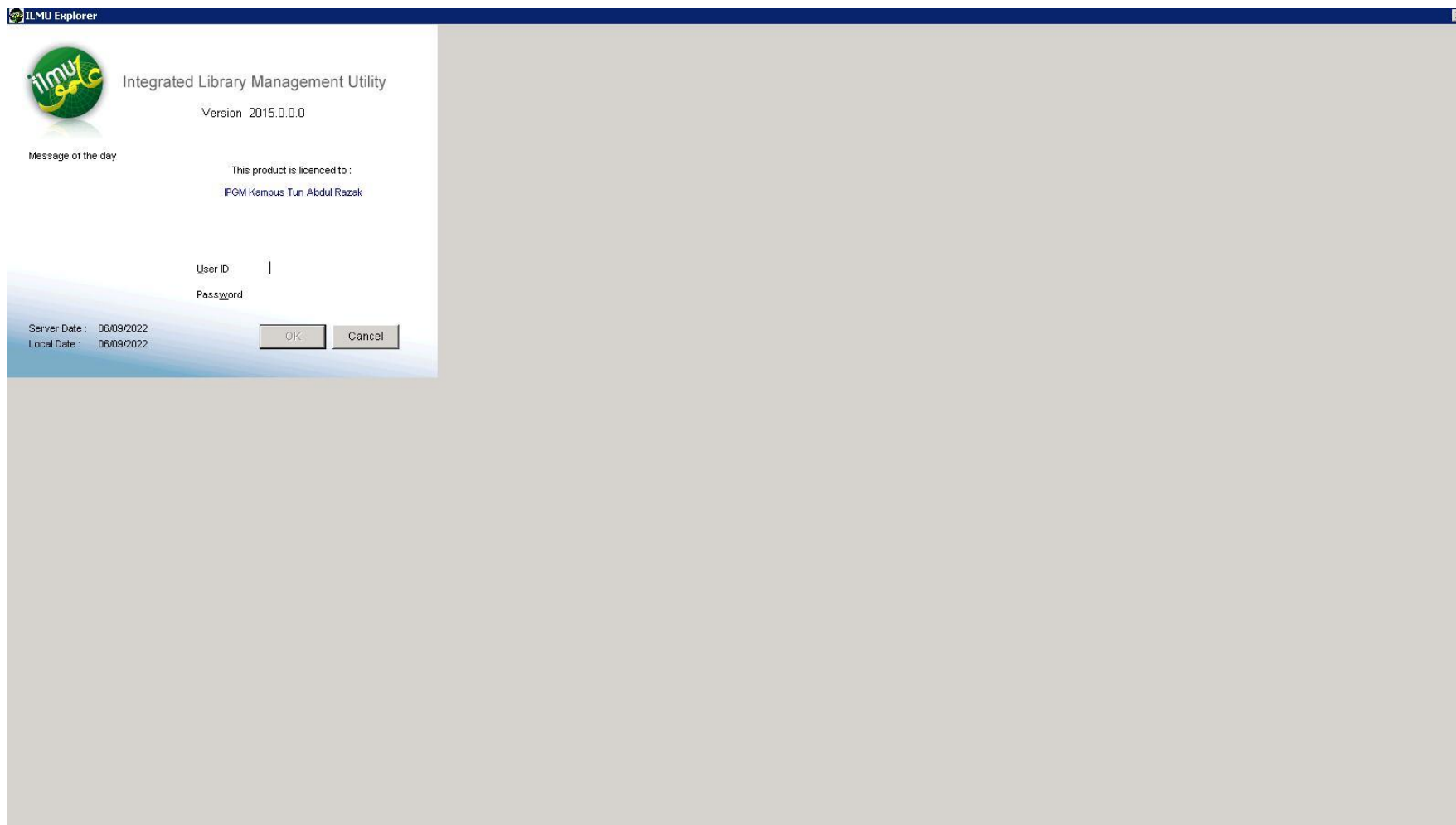
Step 2: There will appear 2 users, click user 'iptar5' and proceed typing the password 'iptar05'.



Step 3: Windows Activation tab will appear, then click 'Activate later'

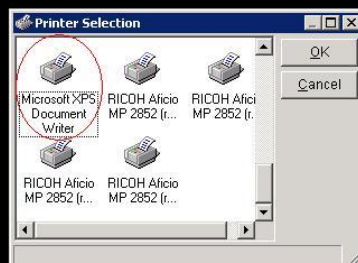


Step 4: When the Ilmu Explorer is opened, type in your User Id and password then click OK.

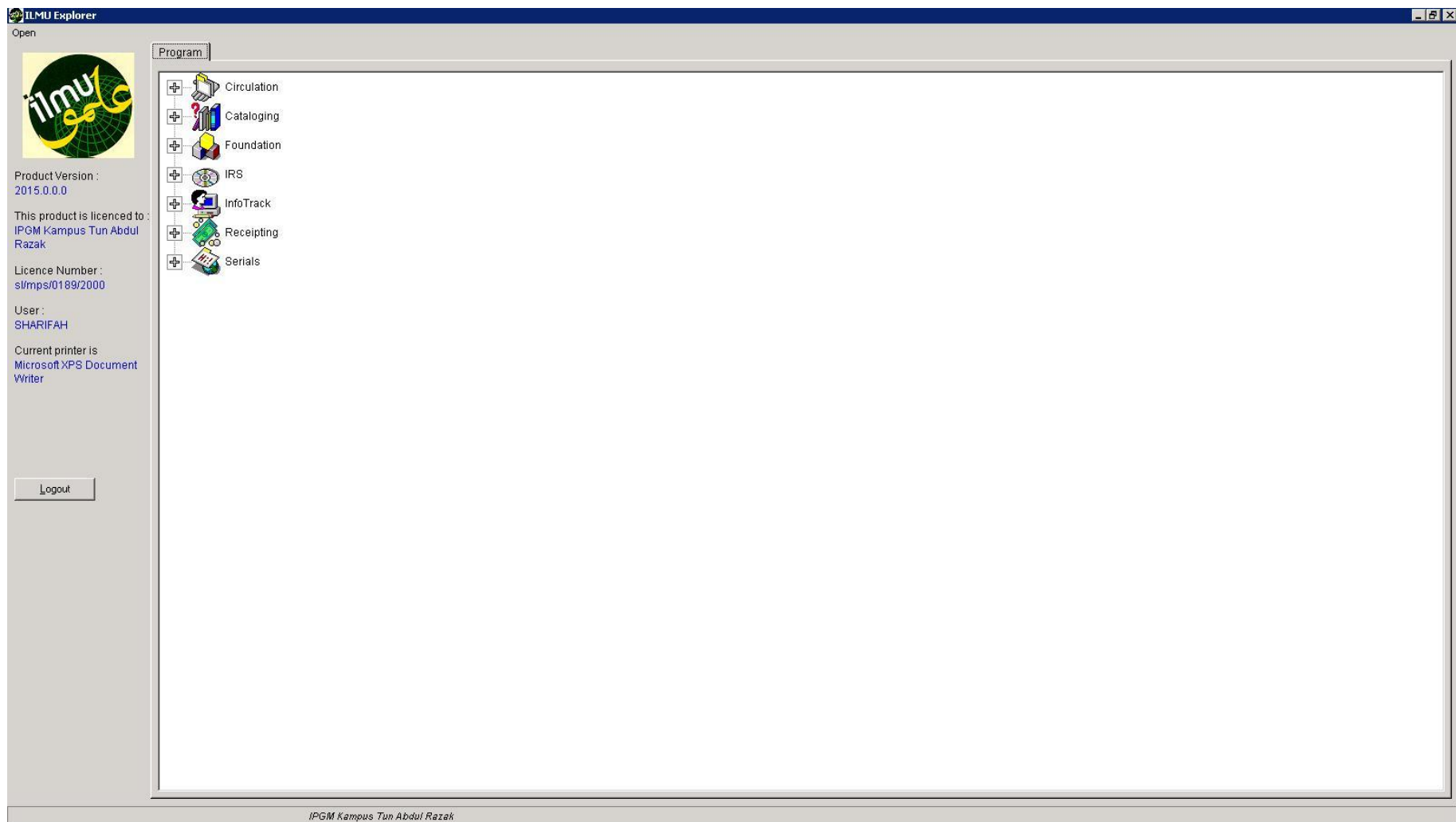




Step 5: In Printer Selection, click OK to 'Microsoft XPS Document Writer'.

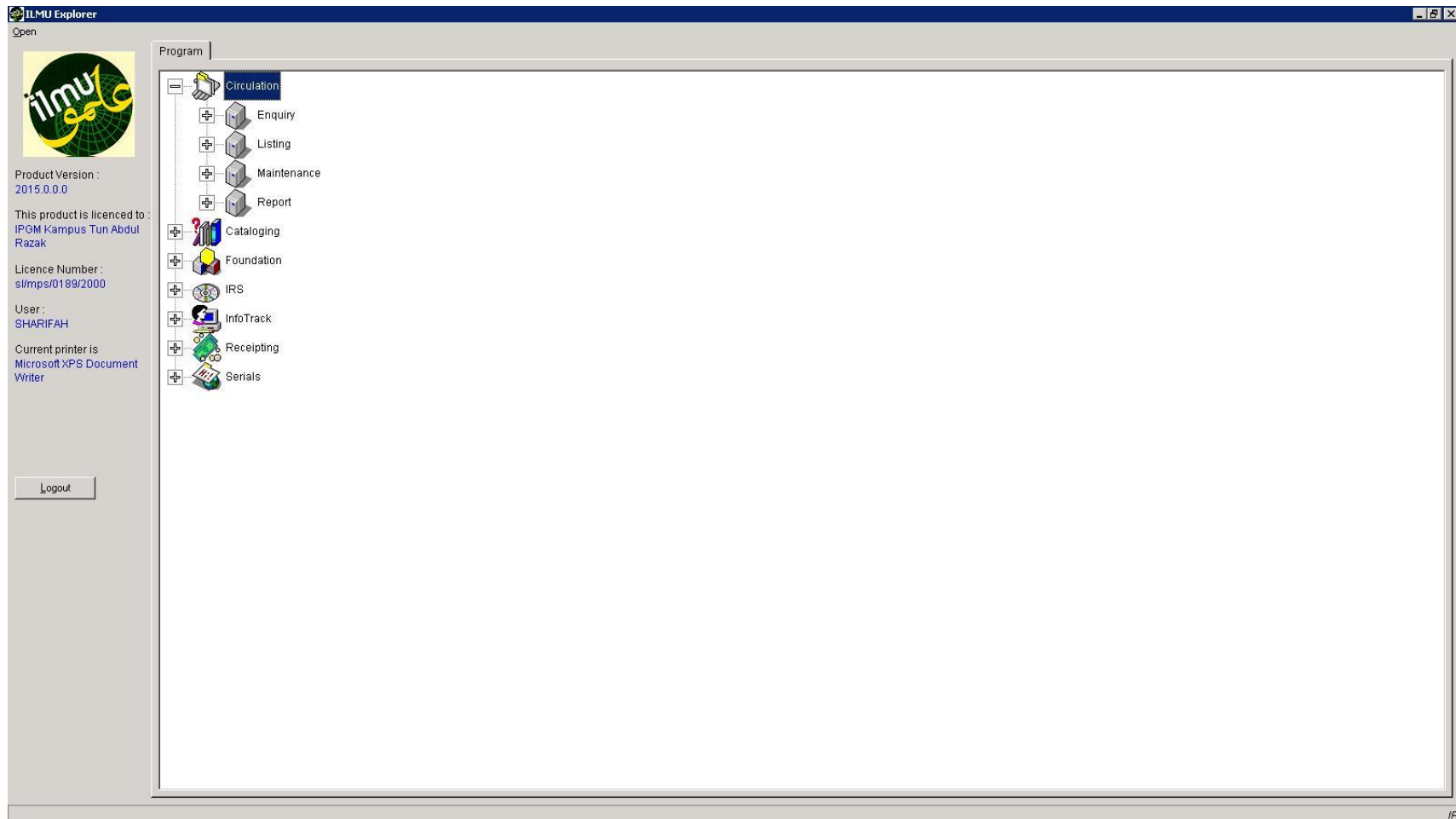


Step 6: The main interface of Ilmu Explorer will appear.

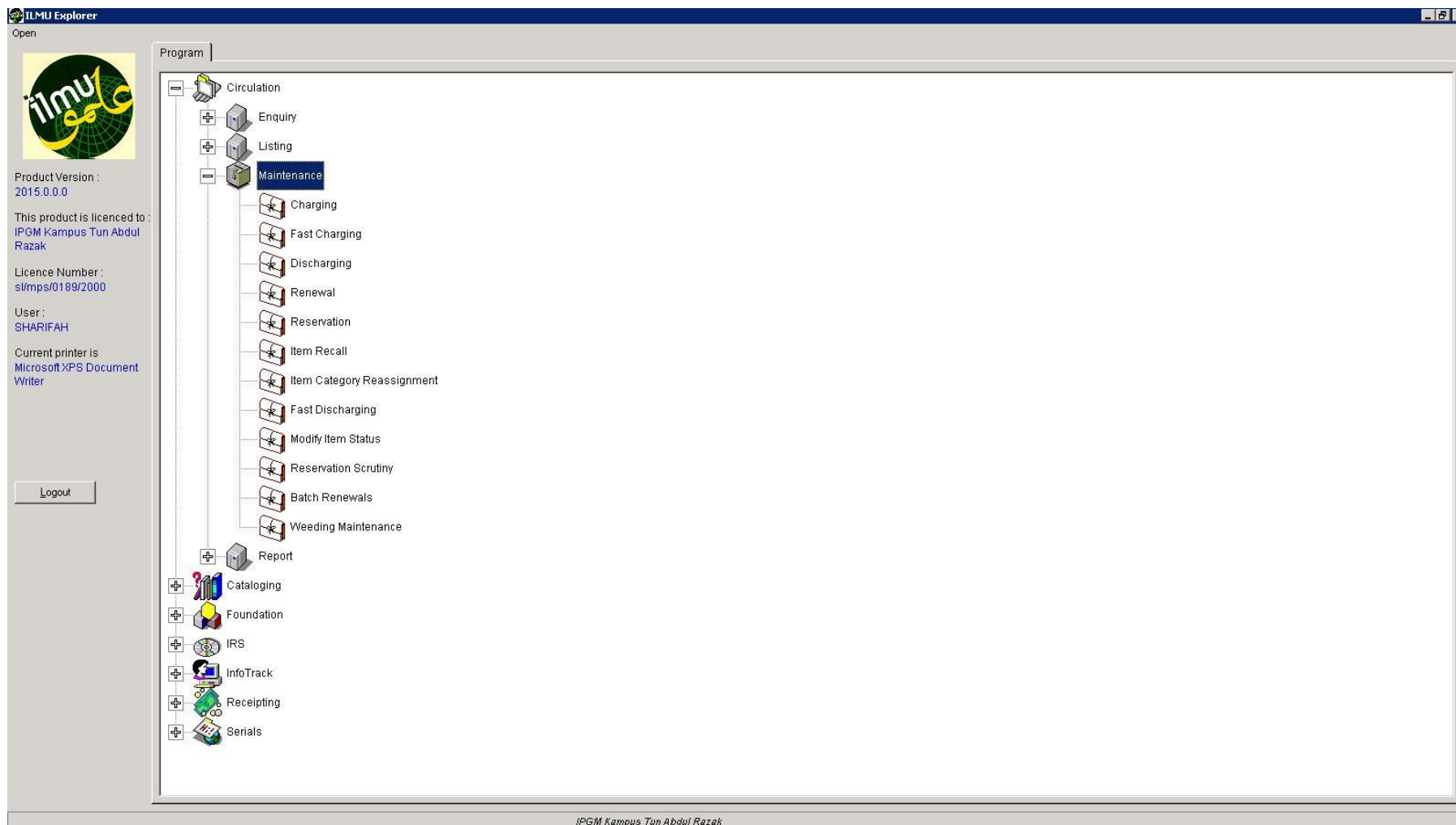


## HOW TO DO CIRCULATION PROCESS (LENDING PROCESS)

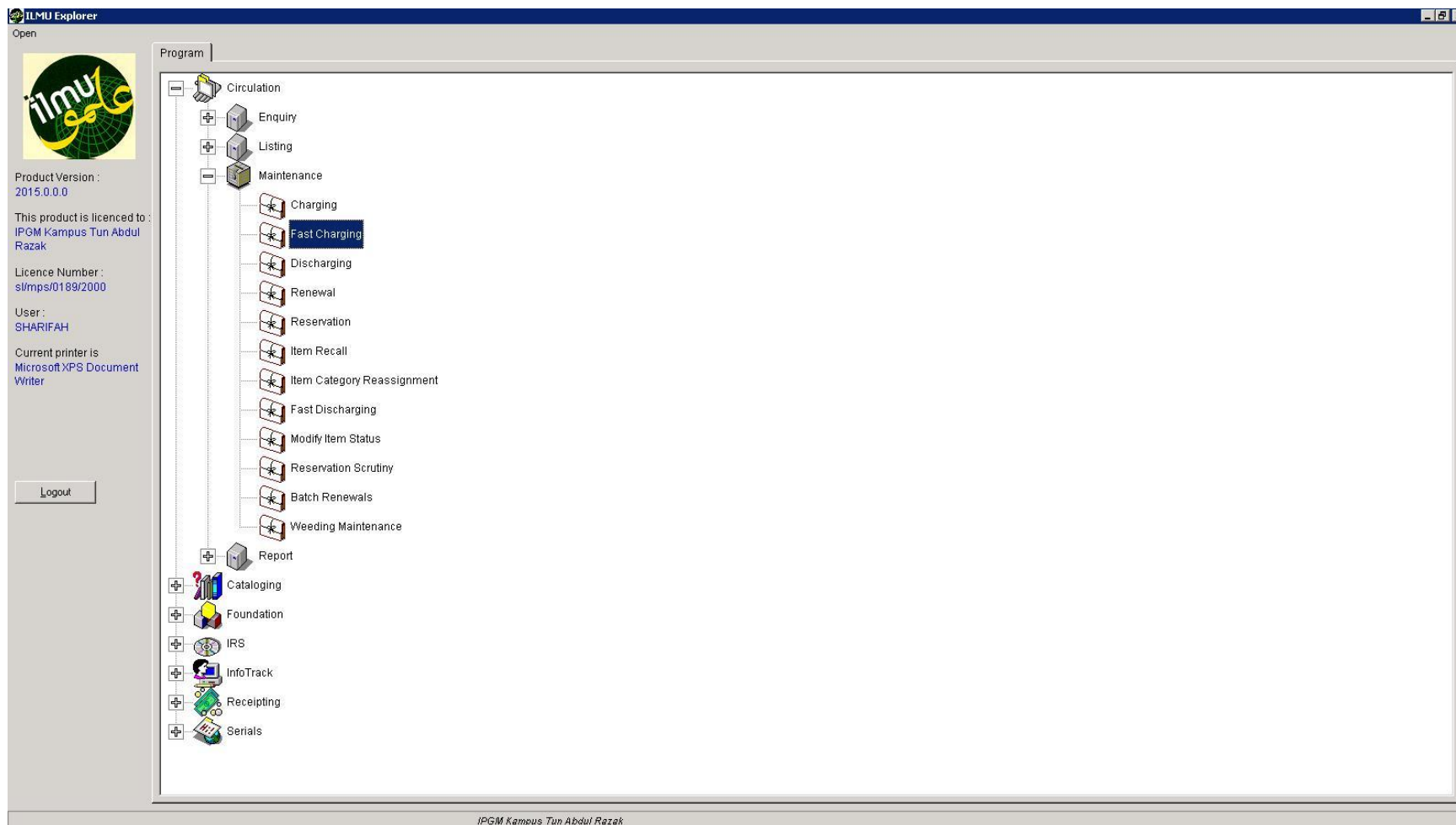
Step 1: From the main interface of Ilmu Explorer, click 'Circulation'



Step 2: Click 'Maintenance'.



Step 3: Click 'Fast Charging' if you want to loan books to students or staff.



Step 4: Scan their ID or type in their IC number in the 'Patron ID' field, then click Enter.

Product Version : 2015.0.0.0  
This product is licenced to : IPGM Kampus Tun Abdul Razak  
Licence Number : sl/mps/0189/2000  
User : SHARIFAH  
Current printer is Microsoft XPS Document Writer

Logout

Program

- Circulation
  - Enquiry
  - Listing
  - Maintenance
    - Charging
    - Fast Charging**
    - Discharging
    - Renewal
    - Reservation
    - Item Recall
    - Item Category Reassignment
    - Fast Discharging
    - Modify Item Status
    - Reservation Scrutiny
    - Batch Renewals
    - Weeding Maintenance
- Report
- Cataloging
- Foundation
- IRS
- InfoTrack
- Receipting
- Serials

**Fast Charging**

File | ILMU | AARM0150 | 2007.0.53 | SHARIFAH | 05/09/2022 | 4:09:01 PM

Patron Details

Patron ID : 2431 | Name : ABDUL RAHIM ROSLIE | Category : LECTURER

Course : | Dept. :

Accession No	Due	Title
--------------	-----	-------

Accession Details

Accession No.	Charge Date	Charge Time	Due Date	Due Time
---------------	-------------	-------------	----------	----------

Due payments exist for the Patron. Click the Receipting button to process the payments.

No printer is installed on this computer.

IPGM Kampus Tun Abdul Razak

Step 5: Type the book's accession number in the "Accession No." field. On the first page of every book, just below the barcode, is the accession number.

The screenshot shows the ILMU Explorer software interface. On the left, there is a sidebar with a tree view of menu items: Circulation (Enquiry, Listing, Maintenance), Charging, Fast Charging, Discharging, Renewal, Reservation, Item Recall, Item Category Reassignment, Fast Discharging, Modify Item Status, Reservation Scrutiny, Batch Renewals, Weeding Maintenance, Report, Cataloging, Foundation, IRS, InfoTrack, Receipting, and Serials. The main window displays the 'Fast Charging' dialog box. At the top, it shows the library name 'ILMU', location 'AARM0150', version '2007.0.53', user 'SHARIFAH', and date/time '05/09/2022 4:05:22 PM'. The 'Patron Details' section shows Patron ID: 2431, Name: ABDUL RAHIM ROSLIE, and Category: LECTURER. Below this is a table with columns 'Accession No.', 'Due', and 'Title'. The first row contains: 1. 032720, 05/10/2022 ..., Success : Additional mathema... The 'Accession No.' field in the 'Accession Details' section is highlighted with a red circle and contains the value '032720'. On the right side of the dialog, there are several buttons: 'New', 'Charge', 'Override', 'Receipting', 'Circ. Details', 'Patron Status', 'Patron Note', 'Accession Note', 'Print Slip', and 'Close'. A red message at the bottom of the dialog states: 'Due payments exist for the Patron. Click the Receipting button to process the payments.' A status bar at the bottom right of the window reads 'No printer is installed on this computer.' and 'IPGM Kampus Tun Abdul Razak'.



Step 6: The screen will display a date. The date should be noted in the book.

Product Version : 2015.0.0.0  
This product is licenced to : IPGM Kampus Tun Abdul Razak  
Licence Number : sl/mps/0189/2000  
User : SHARIFAH  
Current printer is Microsoft XPS Document Writer

Logout

**Fast Charging**

File | ILMU | AARM0150 | 2007.0.53 | SHARIFAH | 05/09/2022 | 4:05:22 PM

Patron Details  
Patron ID : 2431 | Name : ABDUL RAHIM ROSLIE  
Category : LECTURER

Course :  
Dept. :

Accession No.	Due	Title
✓ 1. 032720	05/10/2022 ...	Success : Additional mathema...

Accession Details  
Accession No. | Charge Date | Charge Time | Due Date | Due Time  
032721

Charging Slip  
New  
Charge  
Override  
Receipting  
Circ. Details  
Patron Status  
Patron Note  
Accession Note  
Print Slip  
Close

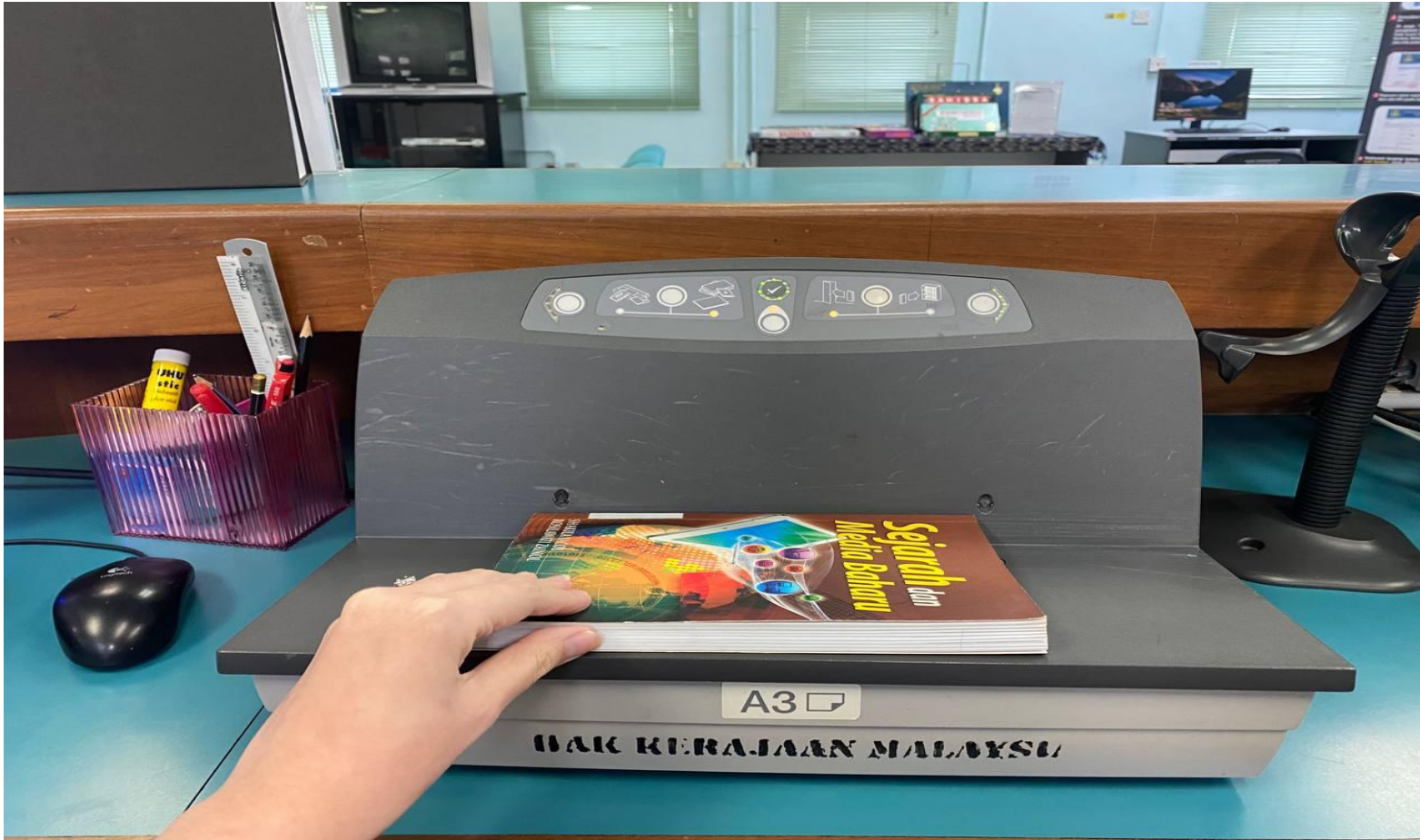
Due payments exist for the Patron. Click the Receipting button to process the payments.

No printer is installed on this computer.

IPGM Kampus Tun Abdul Razak

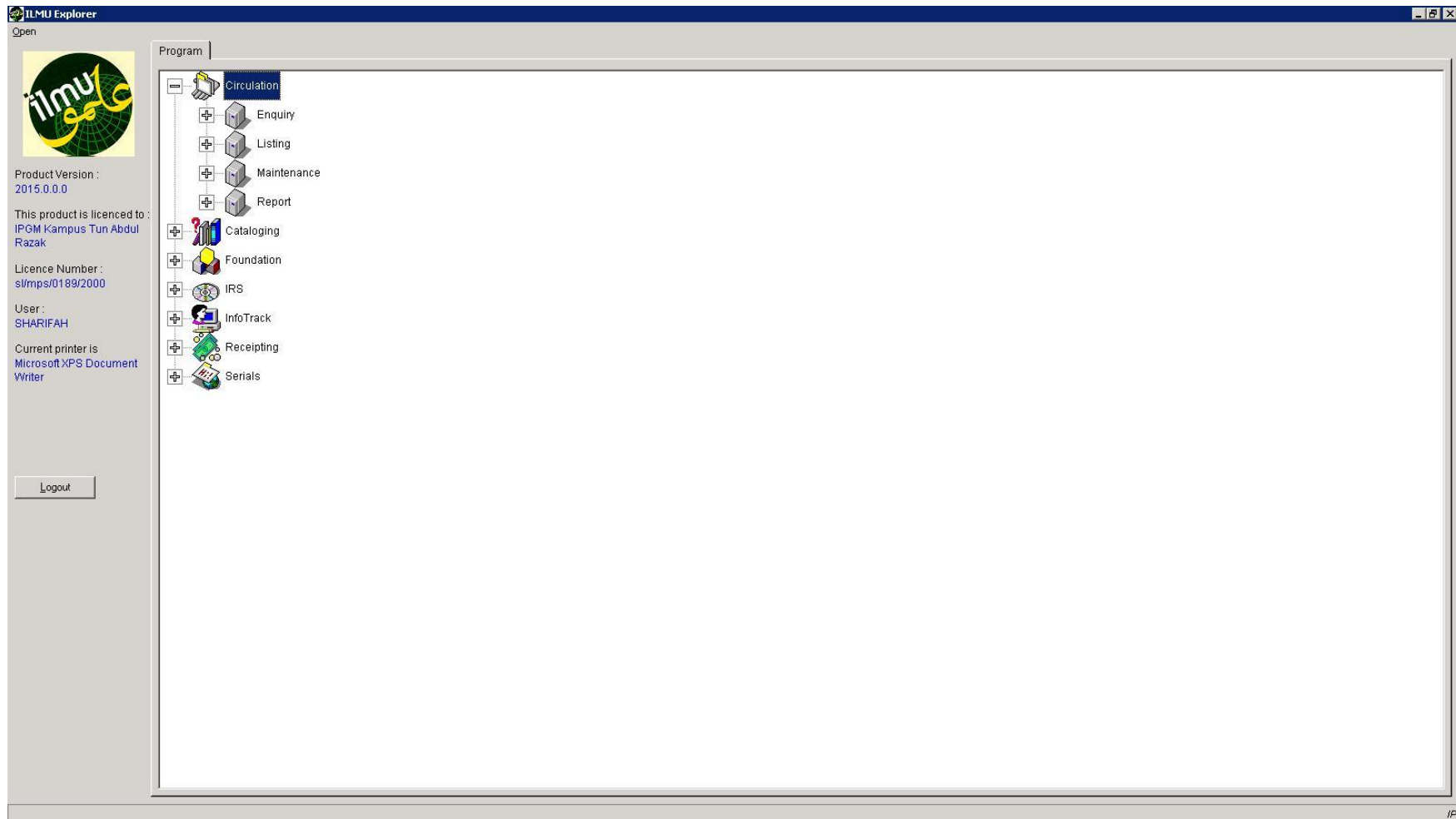
Step 7: Slide the books through the RFID system. Make sure the orange light is on the left side which is labelled as 'Out' and remind the user to return it before or on the specified day.



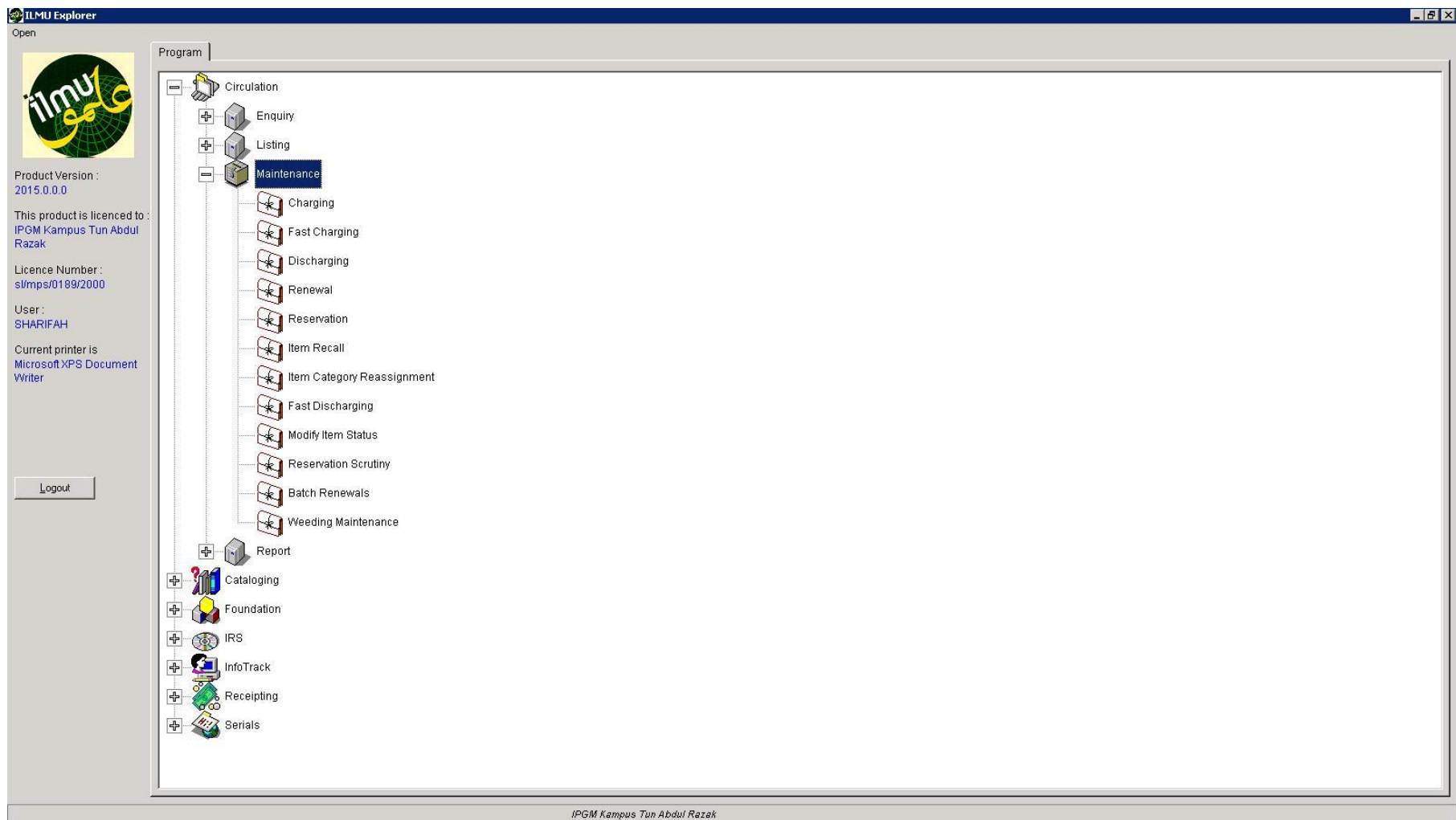


## HOW TO DO CIRCULATION PROCESS (RETURN PROCESS)

Step 1: From the main interface of Ilmu Explorer, click 'Circulation'

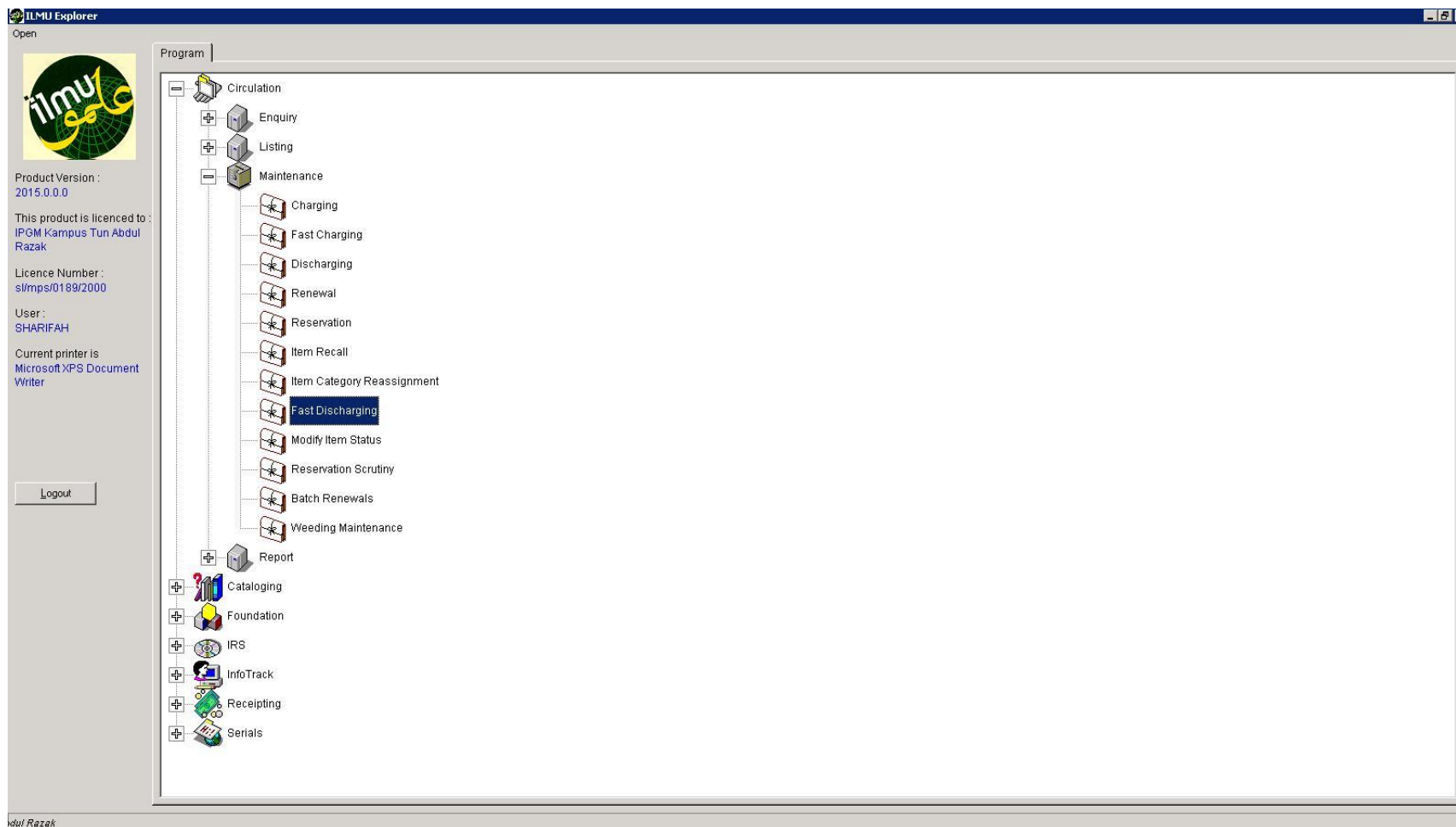


Step 2: Click 'Maintenance'.

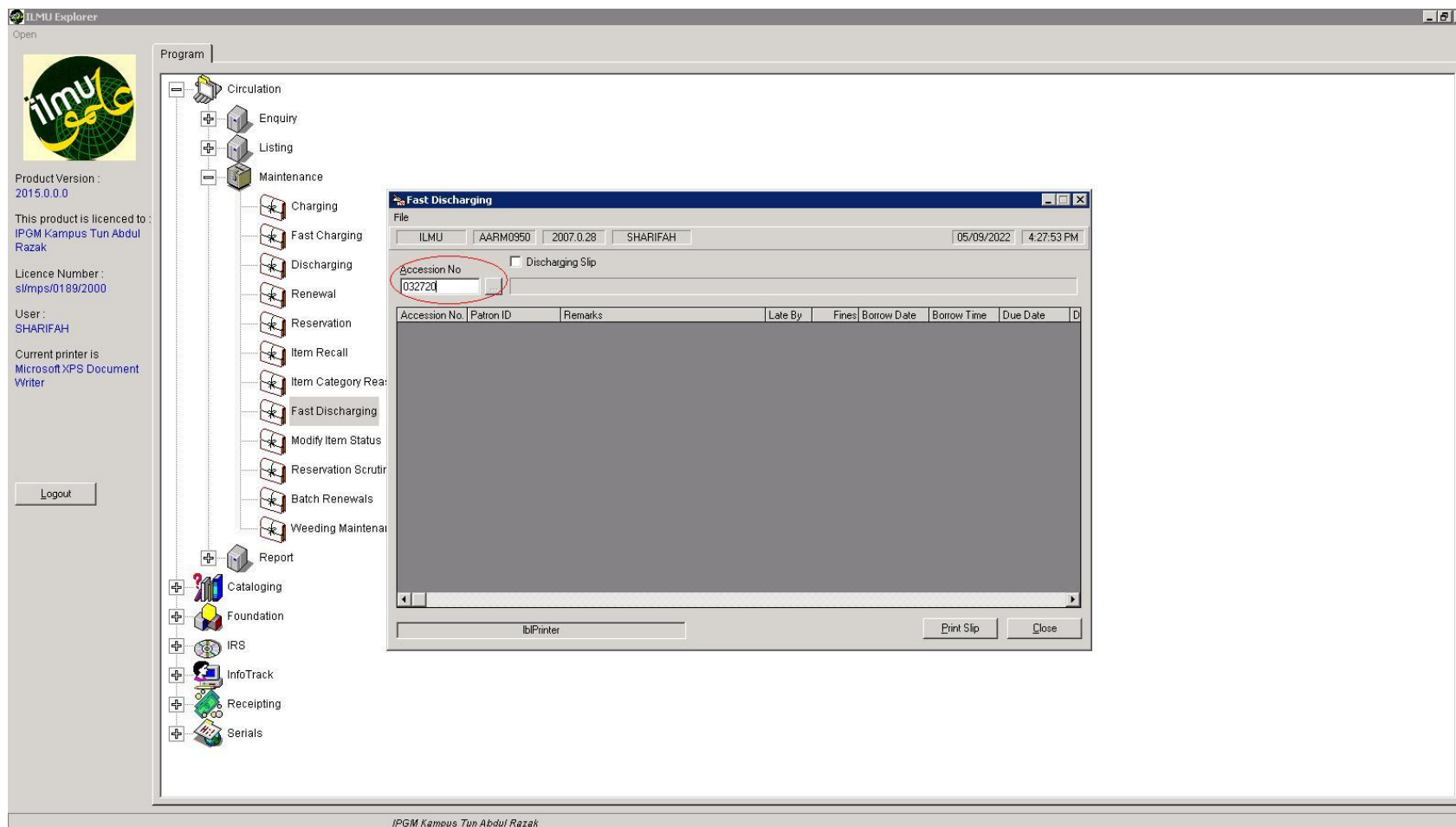




Step 3: Click 'Fast Discharging' if users want to return the books.



Step 4: Type the book's accession number in the "Accession No." field. On the first page of every book, just below the barcode, is the accession number.





Step 5: If the process is successful, the phrase "Item is successfully Discharged" will appear on the screen.

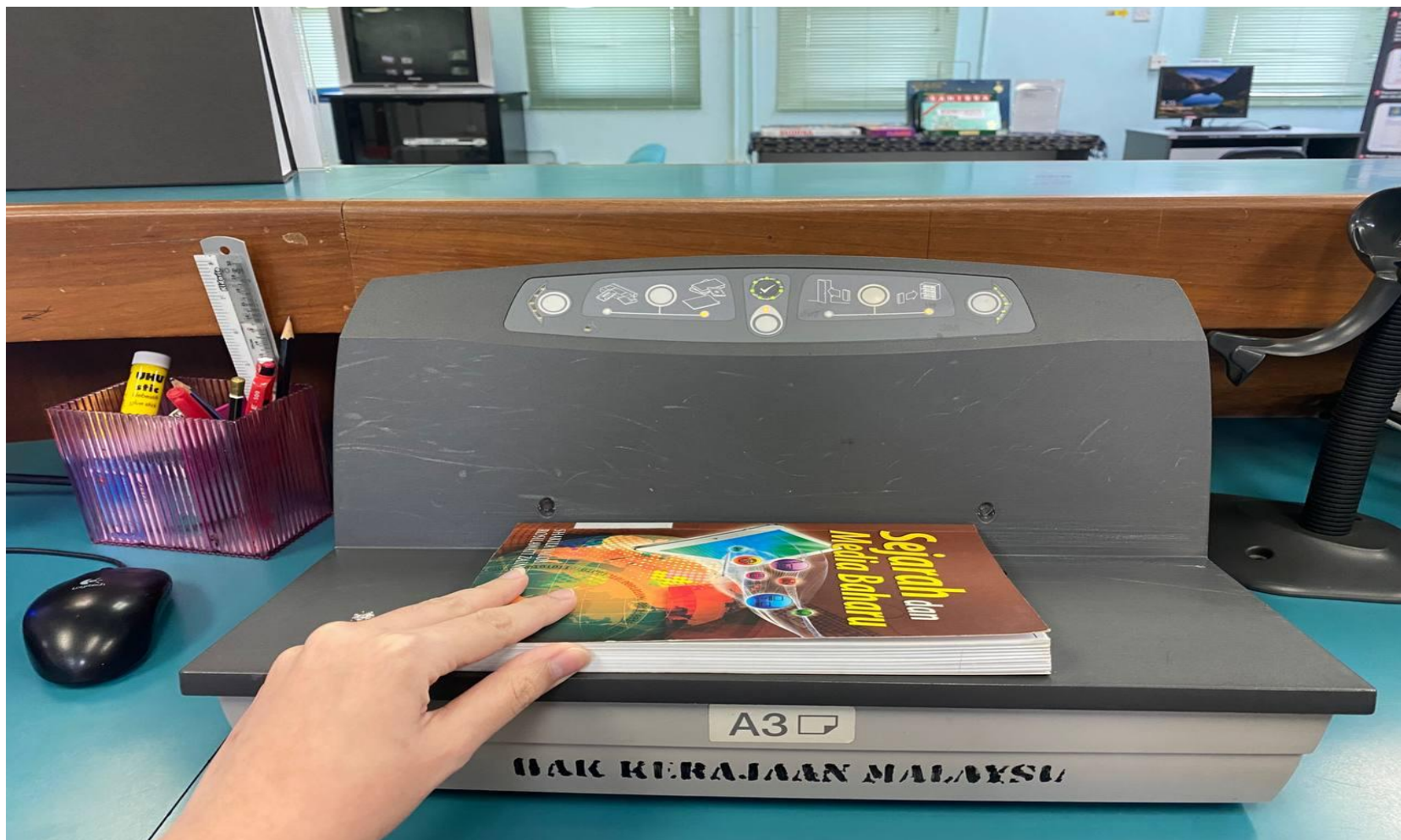
The screenshot displays the ILMU Explorer software interface. On the left, a sidebar lists various library management functions such as Circulation, Enquiry, Listing, Maintenance, Charging, Fast Charging, Discharging, Renewal, Reservation, Item Recall, Item Category Rea, Fast Discharging, Modify Item Status, Reservation Scrutir, Batch Renewals, Weeding Maintena, Report, Cataloging, Foundation, IRS, InfoTrack, Receipting, and Serials. The main window shows the 'Fast Discharging' process. At the top, there are fields for 'ILMU', 'AARM0950', '2007.0.28', 'SHARIFAH', '07/09/2022', and '3:45:02 PM'. Below these, there is a table with the following data:

Accession No.	Patron ID	Remarks	Late By	Fines	Borrow Date	Borrow Time	Due Date	D
040133	2492	Item is successfully Discharged.	0 day(s)	\$0.00	08/08/2022	9:24:22 AM	07/09/2022	9

The 'Remarks' column for the first row is circled in red. At the bottom of the window, there is a 'Print Slip' button and a 'Close' button. The status bar at the bottom of the application window reads 'IPGM Kampus Tun Abdul Razak'.

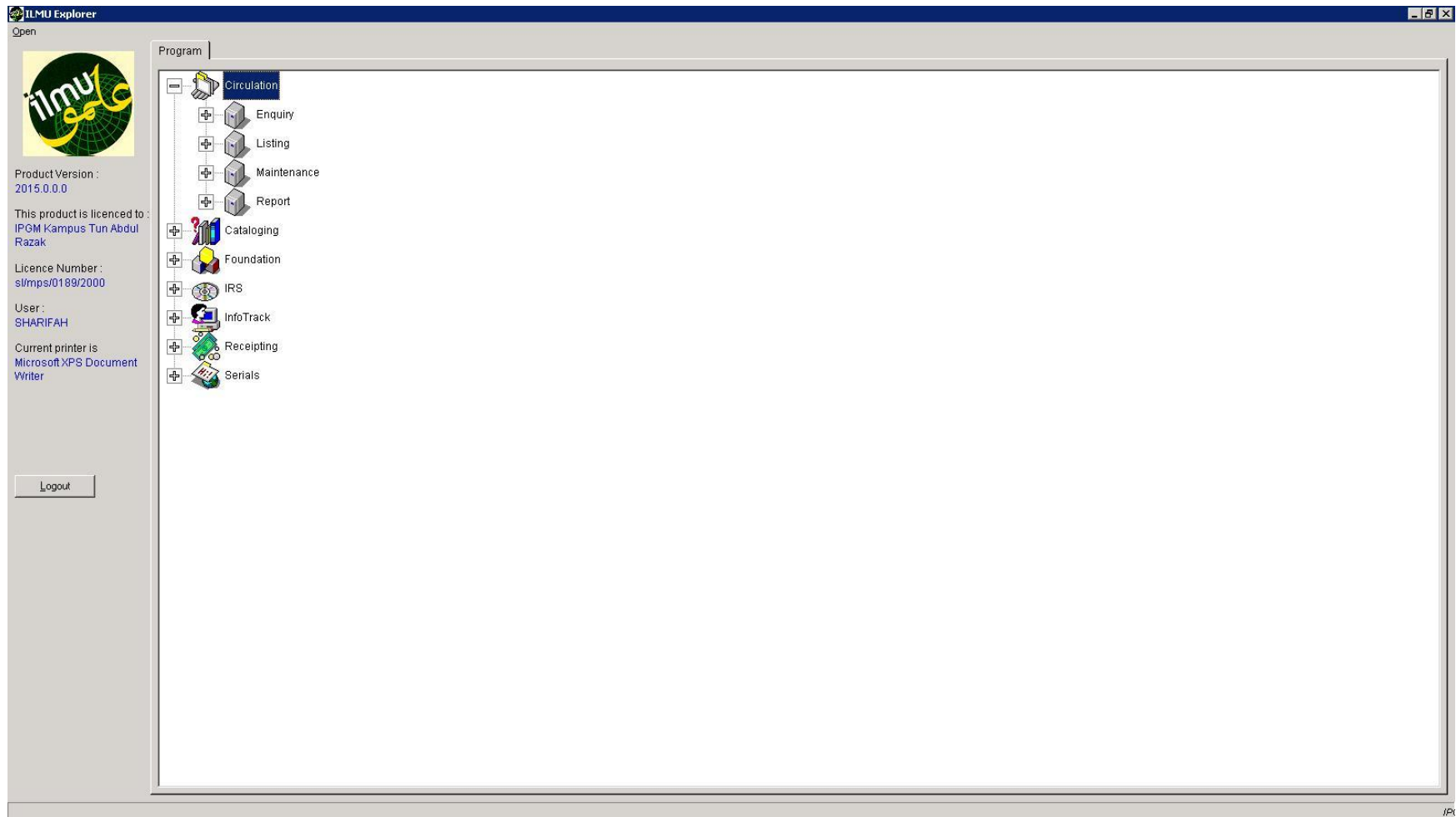
Step 6: Slide the books through the RFID system. Make sure the orange light is on the right side which is labelled as 'In'.





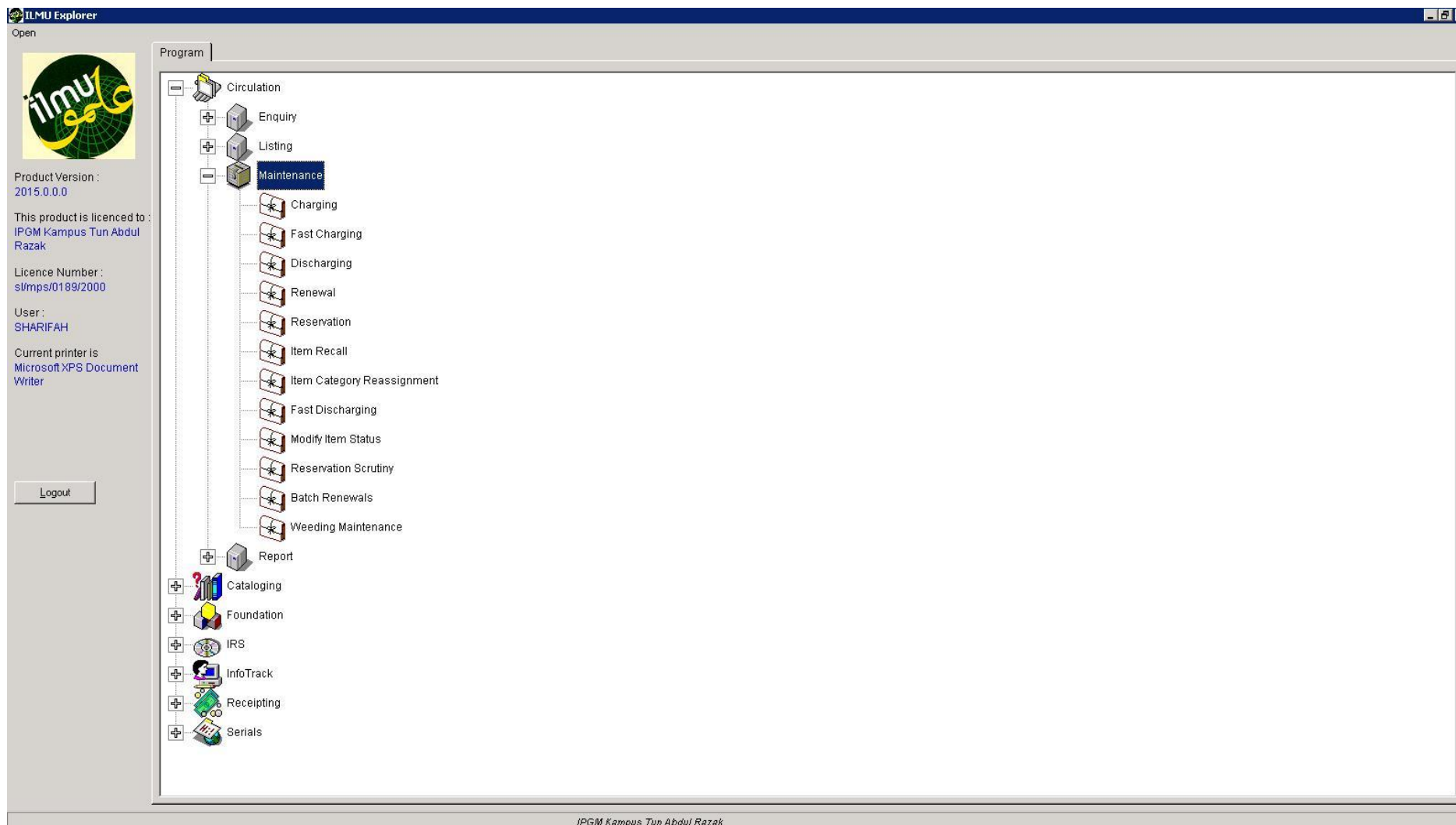
## HOW TO DO CIRCULATION PROCESS (RENEWAL)

Step 1: From the main interface of Ilmu Explorer, click 'Circulation'

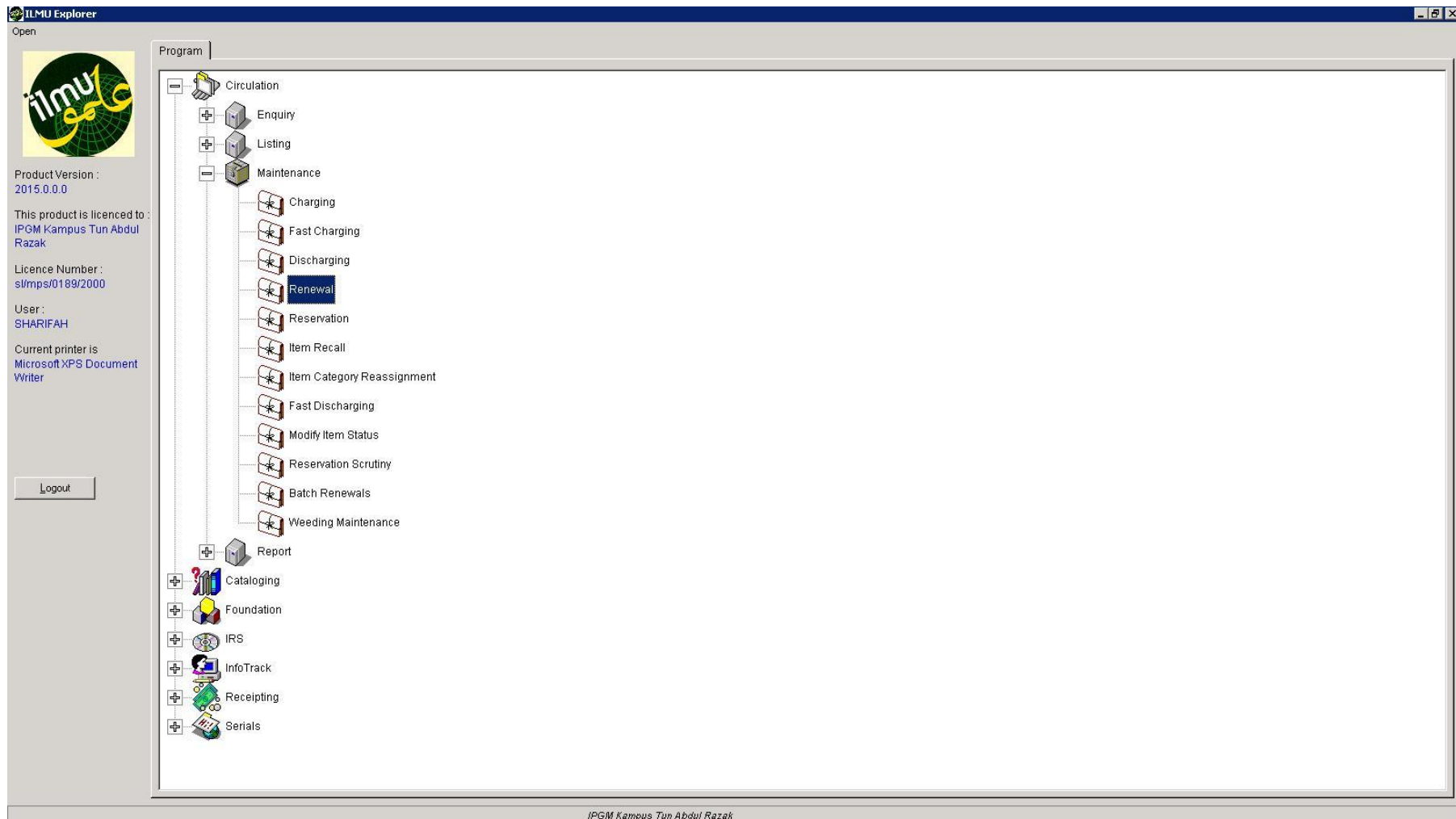




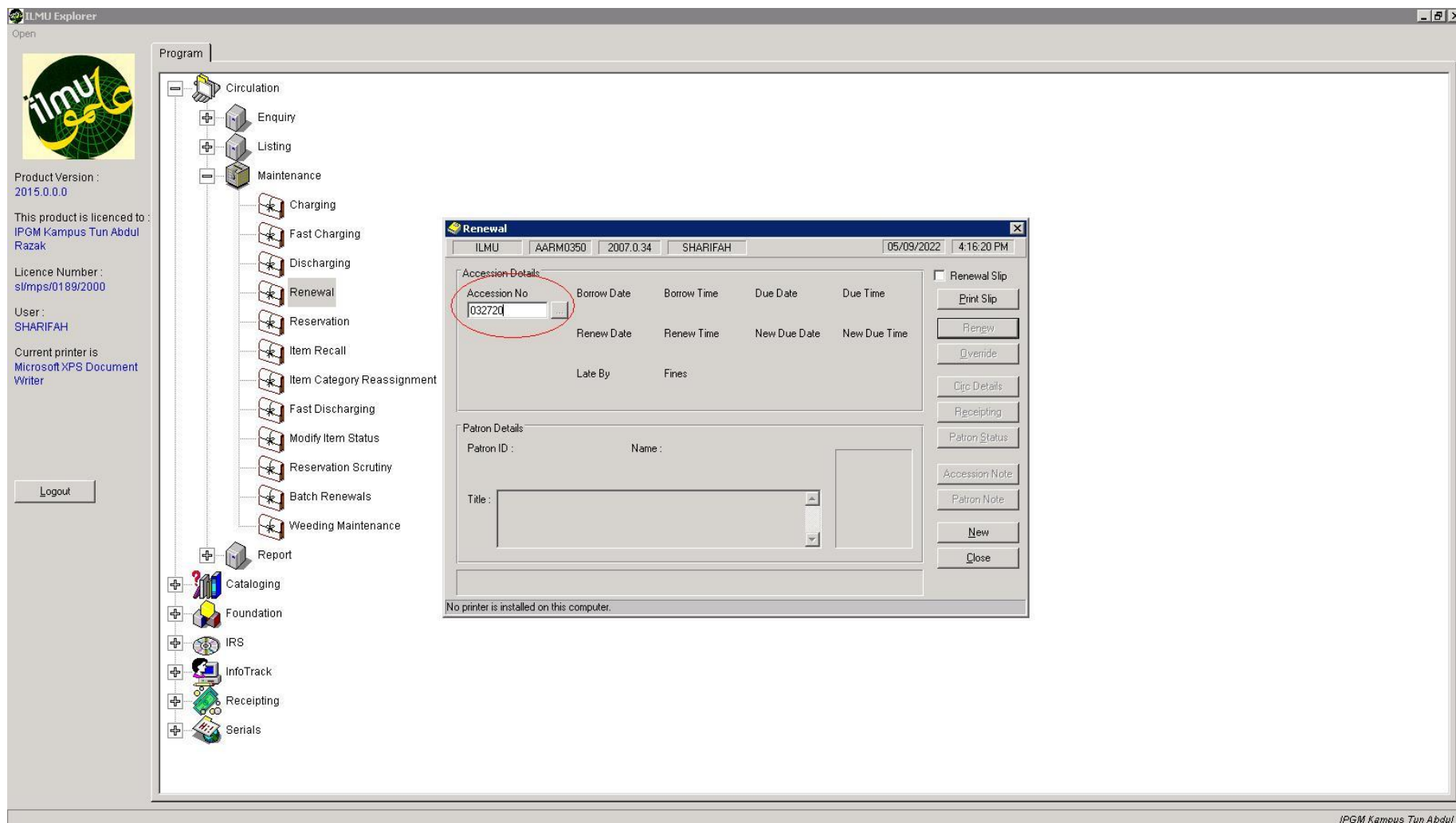
Step 2: Click 'Maintenance'.



Step 3: Click 'Renewal' if users want to renew the date on the books.



Step 4: Type the book's accession number in the "Accession No." field. On the first page of every book, just below the barcode, is the accession number.





Step 5: The screen will display a new date. The new date should be noted in the book, and remind the user to return it before or on the specified day.

The screenshot shows the ILMU Explorer application window. On the left is a navigation tree with categories like Circulation, Cataloging, and Foundation. The 'Renewal' option is selected. The main area displays a 'Renewal' dialog box with the following data:

Accession Details				
Accession No	Borrow Date	Borrow Time	Due Date	Due Time
032720	05/09/2022	03:44:29 PM	05/10/2022	03:44:29 PM
Renewal Details				
Renew Date	Renew Time	New Due Date	New Due Time	
05/09/2022	04:17:18 PM	05/10/2022	04:17:18 PM	
Late By	Fines			
0 day(s)	\$0.00			

Patron Details:  
Patron ID : 2431      Name : ABDUL RAHIM ROSLIE

Title : Success : Additional mathematics SPM / Wong Pek Wei, Wong Sin Mong.

Buttons: Renewal Slip, Print Slip, Renew, Override, Circ Details, Receipting, Patron Status, Accession Note, Patron Note, New, Close.

Message: Due payments exist for the Patron. Click the Receipting button to process the payments.

Footer: No printer is installed on this computer.

UNIT PUSAT SUMBER

INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK

BILANGAN BUKU RUJUKAN ASAS DAN RUJUKAN TAMBAHAN UNTUK PENGAJIAN AGAMA ISLAM

Bil	Kod Kursus	Nama Kursus	Bilangan Rujukan Asas		Peratus Perolehan	Bilangan Rujukan Tambahan		Peratus Perolehan
			Ada	Dicadangkan		Ada	Dicadangkan	
1	PIMK 3163	PROFESIONALISM GURU PENDIDIKAN ISLAM DAN Fiqh DAKWAH	0	3	0%	1	7	14%
2	PIMK 3013	PENGAJIAN KURIKULUM PENDIDIKAN ISLAM SEKOLAH RENDAH	0	3	0%	1	7	14%
3	PIMK 3023	PENGAJIAN TAFSIR AL QURAN	0	3	0%	1	7	14%
4	PIMK 3033	PENGAJIAN SIRAH	0	3	0%	0	8	0%
5	PIMK 3043	PENGAJIAN AKIDAH	0	3	0%	0	5	0%
6	PIMK 3063	PEDAGOGI PENDIDIKAN ISLAM 1 (AKIDAH & SIRAH)	0	3	0%	2	6	33%
7	PIMK 3052	SENI DALAM PENDIDIKAN ISLAM	0	3	0%	1	8	13%
8	PIMK 3073	PEDAGOGI PENDIDIKAN AL QURAN	2	2	100%	0	7	0%
9	PIMK 3083	PENGAJIAN Fiqh	0	3	0%	1	5	20%
10	PIMK 3093	PEDAGOGI PENDIDIKAN ISLAM 2 (IBADAH, AKHLAK DAN JAWI)	0	2	0%	1	6	17%
11	PIMK 3013	PENGAJIAN AKHLAK	0	3	0%	0	7	0%
12	PIMK 3113	TARANNUM DAN HAFAZAN AL-QURAN	0	3	0%	1	8	13%
13	PIMK 3123	PENTAKSIRAN DALAM PENDIDIKAN ISLAM	0	3	0%	1	6	17%
14	PIMK 3132	PENDIDIKAN INKLUSIF	0	3	0%	0	3	0%
15	PIMK 3143	ASAS PENYELIDIKAN DALAM PENDIDIKAN	2	3	67%	2	8	25%
16	PIMK 3152	INOVASI DIGITAL DALAM PENGAJARAN DAN PEMBELAJARAN	0	3	0%	0	4	0%
19	PIMK 3173	PENYELIDIKAN DALAM PENDIDIKAN - KERTAS PROJEK	0	1	0%	4	5	80%
20	PIMK 1074	PENGANTAR TILAWAH AL QURAN	0	4	0%	0	5	0%
21	PIMK 1084	PENGANTAR AKIDAH ISLAM	0	3	0%	0	5	0%
22	PIMK 1094	PENGANTAR ILMU Fiqh	0	3	0%	0	5	0%
23	PIMK 1104	PENGANTAR ULUM AL-QURAN DAN ULUM AL-HADIS	0	3	0%	0	5	0%
24	PIMK 1114	PENGAJIAN JAWI DAN KHAT	0	3	0%	0	0	0%
25	PIMK 1124	SIRAH NABAWIYYAH DAN TARIKH ISLAMI	0	3	0%	0	7	0%
26	PIMK 1134	ASAS TILAWAH AL QURAN	0	4	0%	0	5	0%
27	PIMK 1144	PENULISAN JAWI DAN KHAT	0	3	0%	2	6	33%
28	BAMB 3023	NAHU BAHASA ARAB 1	0	3	0%	0	4	0%
29	BAM 3033	NAHU BAHASA ARAB 2	0	4	0%	0	0	0%
30	BAM 3063	PENGENALAN KURIKULUM DAN PENTAKSIRAN BAHASA ARAB SEKOLAH	0	3	0%	0	4	0%
31	BAMB 3183	KEMAHIRAN BAHASA 1	0	3	0%	0	0	0%
32	BAMB 3193	KEMAHIRAN BERBAHASA 2	0	3	0%	0	0	0%
33	BAMB 3203	KAEDAH PENGAJARAN KEMAHIRAN BERBAHASA 1	0	3	0%	0	0	0%
34	BAMB 3212	KAEDAH PENGAJARAN KEMAHIRAN BERBAHASA 2	0	3	0%	0	0	0%
		JUMLAH	4	95	4%	18	153	12%



UNIT PUSAT SUMBER

INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK

BILANGAN BUKU MK YANG DIBELI PADA TAHUN 2022

BERDASARKAN PERMOHONAN JABATAN/UNIT

Bil	Jabatan/Unit	Bilangan Rujukan Asas		Peratus Perolehan
		Ada	Dicadangkan	
1	Bahasa	34	49	69%
2	JAPIM	5	12	42%
3	Ilmu Pendidikan	62	88	70%
4	Kaunseling	36	55	65%
5	Ko kurikulum	6	9	67%
6	PJK	40	74	54%
7	Matematik	31	55	56%
8	Pengajian Melayu	15	19	79%
9	PIPK	12	13	92%
10	Praktikum	2	2	100%
11	Sains	15	27	56%
12	Teknologi Pendidikan	45	73	62%
	Jumlah Keseluruhan	303	476	64%

NAMA IPG INSTITUT PENDIDIKAN GURU KAMPUS TUN ABDUL RAZAK**BORANG PESANAN BAHAN PERPUSTAKAAN****PRAKTIKUM**

Bil.	Judul	Pengarang	ISBN	Penerbit	Tahun Terbit	Harga Senaskah	Bilangan Diperlukan	Jumlah Harga (RM)	Status Buku Di PS IPGKTAR
1	Practicum Internship: 4th Edition Textbook and Resource Guide for Counseling & Psychotherapy (5th ed.)	Boylan, J.C., Scott, J.	9781138796515 9781138492608	Psychology Press	2011	365.70	1		<i>cth.</i> <i>Ada 7 copy</i> <i>Call no</i>
2	The Internship, practicum and field placement handbook (7th ed)	Baird, B N.	9780205959655 9781138478701	Prentice Hall (Routledge)	1999-2015	720.00	1		
<b>Total (RM)</b>						<b>1085.70</b>			

Tarikh:

Tandatangan

Diluluskan / Tidak Diluluskan:

\_\_\_\_\_  
(Ketua Pusat Sumber / Pustakawan)\_\_\_\_\_  
Pengerusi  
(MPIPGM / MPPPIPGM)

3



SENARAI AGIHAN BUKU MEMPERTINGKATKAN PEMBELAJARAN JARAK JAUH

BUKU PANDUAN UNTUK AKADEMIK

BIL	JABATAN/UNIT	PENERIMA	TARIKH	TANDATANGAN
1	SAINS & MATEMATIK (STEM)	Dr Tan	12/1/23	
2	PAKK	Zuraidah Masei	12/1/2023	
3	SAINS SOSIAL & TEKNOLOGI	MORIS	12/1/23	
4	BAHASA	Willie	12/1/23	
5	ILMU PENDIDIKAN	Lee Suet	12/1/23	
6	PERANCANGAN, PENYELIDIKAN & INOVASI	Adeba Umar	12/1/23	
7	PENDIDIKAN ISLAM & MORAL	Ashar A. Wale	12/1/23	
8	PENGAJIAN MELAYU	Dr Halim Wang	12/1/23	
9	PEMBANGUNAN LATIHAN	WAGUEK ZOHU	12/1/2023	
10	PENDIDIKAN JASMANI & KESIHATAN/KOKURIKULUM	Hamsiah	12/1/2023	
11	HAL EHWAL PELAJAR	Sawal Achong	12/1/23	
12	KECEMERLANGAN AKADEMIK	Dr Tang Ky	12/1/23	
13	PRAKTIKUM	MUHAMAD NURSALAM AL-HAFIZ D. OSMAN	12/01/2023	
14	<del>PSIKOLOGI &amp; KAUNSELING</del>	MICHAEL AN RINGBIT	12/1/23	

Peperiksaan dan  
Penilaian

MICI





INSTITUT PENDIDIKAN GURU  
KAMPUS TUN ABDUL RAZAK

# Sijil Penyertaan

Dengan ini disahkan bahawa

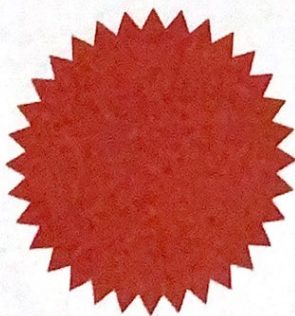
**Sharifah Niessa Farisha binti Syed Hailmi**  
**990127-13-5224**

peserta

**BENGKEL PENJILIDAN DAN PEMBAIKAN RINGAN**

pada

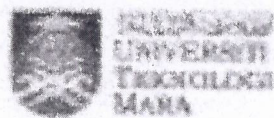
**18 & 19 Oktober 2022**



(ANIS ALISYA BINTI ABDULLAH)  
Pengarah  
Institut Pendidikan Guru  
Kampus Tun Abdul Razak,  
Kota Samarahan



# PRACTICAL TRAINING LOG BOOK



PRACTICAL TRAINING  
LOG BOOK

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## 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 undertaken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.


1. **Student's Name** : SHARIFAH NIESSA FARISHA BINTI SYED  
HAILMI
2. **Date & Place of Birth** : 27/1/1999, HOSPITAL UMUM SARAWAK,  
KUCHING
3. **UiTM I/C No.** : 2020984961
4. **Course** : IM244
- Year** : 2022 **Part** : 7
5. **Home Address** : NO. 37 LORONG 22M1A TAMAN DESA ILMU  
KOTA SAMARAHAN 94300 SARAWAK
6. **Address During Practical Training:** NO. 37 LORONG 22M1A  
TAMAN DESA ILMU KOTA SAMARAHAN 94300 SARAWAK
7. **Place of Training** : IPG KAMPUS TUN ABDUL RAZAK KOTA  
SAMARAHAN
8. **Name of Supervisor In-Charge** : ENCIK AHMAD SHAH BIN ABU  
BAKAR
9. **Duration of Training**
- From:** 1/9/2022 **To:** 31/1/2023

**FOR OFFICE USE ONLY:**


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




Date	Exact Nature of Work Done	Supervisors Remarks
1/9/2022	<ul style="list-style-type: none"> <li>• Report duty for practical training at IPGKTAR Kota Samarahan.</li> <li>• Introduction session with every department in IPGKTAR Kota Samarahan.</li> <li>• Simple briefing about the task and job scope in Pusat Sumber IPGKTAR.</li> <li>• Helping at circulation counter as there are 5 students that borrowed books and 2 academic staff came in to renew the books they borrowed.</li> </ul>	
2/9/2022	<ul style="list-style-type: none"> <li>• Supervisor, Encik Ahmad Shah bin Abu Bakar, the Head of Department of Pusat Sumber assigned me to do manual for ILMU Explorer.</li> <li>• Assistant Librarian, Encik Morsidi bin Shamsudin taught me how to do shelving based on call number stickered at the book spine. Pusat Sumber IPGKTAR used Dewey Decimal Classification (DDC). The DDC is updated frequently to support better topic- and language-neutral discovery. Pusat Sumber IPGKTAR can rapidly and effectively make their materials more visible thanks to the DDC's simplicity of use.</li> </ul>	 5/9/2022 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan
5/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task on Manual IMLU Explorer given by Encik Ahmad Shah bin Abu Bakar.</li> <li>• Helping at circulation counter as there are 4 students that borrowed books and 1 academic staff came in to renew the books they borrowed.</li> </ul>	
6/9/2022	<ul style="list-style-type: none"> <li>• Shelving 13 books about education so they can be found in Open Shelf Collection, under shelf Number 370 at shelf Number 300.</li> <li>• Assist 3 students from PISMPPJ2620 in using OPAC.</li> </ul>	
7/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task on Manual IMLU Explorer given by Encik Ahmad Shah bin Abu Bakar.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Consultation with IPGKTAR librarian, Puan Nurharlizani binti Razami and Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar about my special project.</li> </ul>	
8/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task on Manual IMLU Explorer given by Encik Ahmad Shah bin Abu Bakar.</li> <li>• Helping at circulation counter as there are 5 students that borrowed books and 4 academic staff came in to return the books they borrowed.</li> </ul>	
9/9/2022	<ul style="list-style-type: none"> <li>• Simple briefing from IPGKTAR librarian, Puan Nurhalizani binti Razami about the background of Pusat Sumber IPGKTAR.</li> <li>• Shelving 10 books about sciences and mathematics so they can be found in Open Shelf Collection, under shelf Number 510 and Number 550 at shelf Number 500.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan
12/9/2022	<ul style="list-style-type: none"> <li>• Given a task by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, to fill in information from pdf files in a folder named "JSST" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
13/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "JSST" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Shelving 18 books about economics so they can be found in Open Shelf Collection, under shelf Number 330 at shelf Number 300.</li> <li>• Helping at circulation counter as there are 6 students that borrowed books and 1 academic staff came in to renew the books they borrowed.</li> </ul>	
14/9/2022	<ul style="list-style-type: none"> <li>• Email the complete excel file to IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar</li> <li>• Given more folders which labelled as "Matematik", "Kokurikulum" and "Bahasa" to be fill in to the excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	




15/9/2022	<ul style="list-style-type: none"> <li>• Show ILMU Manual progress to supervisor, Encik Ahmad Shah bin Abu Bakar and asked to make improvement on the instruction.</li> <li>• Helping at circulation counter as there are 4 students that borrowed books and 4 students came in to renew the books they borrowed.</li> <li>• Sumber Pusat IPGKTAR welcomed guests from Kolej Matrikulasi Sarawak for the Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA) Kolej Matrikulasi Sarawak. The Pusat Sumber has received 17 visitors.</li> <li>• Assisted Encik Ahmad Shah bin Abu Bakar, Head of Department of Pusat Sumber, in giving a tour around the library to the visitors.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 19/9/2022
19/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Matematik" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Shelving 11 books about technology so they can be found in Reference Collection, under shelf Number 660 at shelf Number 600. The differences between Open Shelf Collection and Reference Collection is that books that is placed at Reference Collection has a red sticker on the spine of the book and cannot be borrowed.</li> </ul>	
20/9/2022	<ul style="list-style-type: none"> <li>• Assist 3 students from PDPP in using OPAC.</li> <li>• Helping at circulation counter as there are 6 students that borrowed books and 3 students came in to return the books they borrowed.</li> <li>• Meeting Encik Fareezul bin Jamil from Unit Khidmat Pengurusan regarding my practical training card.</li> </ul>	
21/9/2022	<ul style="list-style-type: none"> <li>• Meeting with Sir Mohd Faizal bin Mohd Ramsi through google meet to discuss about special project.</li> </ul>	




	<ul style="list-style-type: none"> <li>• Encik Badrul Hisyam bin Abdul Halim from Jabatan Sains asked me if I wanted to join choir for Anugerah Perkhidmatan Cemerlang (APC), I said yes.</li> </ul>	
22/9/2022	<ul style="list-style-type: none"> <li>• Shelving 9 books about arts in drawing so they can be found in Open Shelf Collection, under shelf Number 740 at shelf Number 700.</li> <li>• Help IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, distribute survey question paper regarding services provided in the library to the users of the library for their research and presentation.</li> </ul>	
23/9/2022	<ul style="list-style-type: none"> <li>• Helping Assistant Librarian, Encik Morsidi bin Shamsudin, and Librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar do spine labelling on the new books that has been purchased.</li> <li>• Attend choir rehearsal. The rehearsal was held at Bilik Muzik in Blok A IPGKTAR by Cik Annette Alicia Guillan and Encik Badrul Hisyam bin Abdul Rahim. It was from 3 pm to 5 pm.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 26/9/2022
26/9/2022	<ul style="list-style-type: none"> <li>• Helping Assistant Librarian, Encik Morsidi bin Shamsudin, and Librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar do spine labelling on the new books that has been purchased.</li> <li>• Collect books from Book Drop and discharge all books that has been returned.</li> </ul>	
27/9/2022	<ul style="list-style-type: none"> <li>• Could not attend practical training due to period cramps.</li> </ul>	
28/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Matematik" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Helping at circulation counter.</li> </ul>	
29/9/2022	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named</li> </ul>	







Date	Exact Nature of Work Done	Supervisors Remarks
3/10/2022	<ul style="list-style-type: none"> <li>• Sumber Pusat IPGKTAR welcomed guests from Institut Pendidikan Guru Kampus Kota Bharu for the Lawatan Penanda Aras Ekosistem Kondusif Sector Awam (EKSA). The Pusat Sumber has received 24 visitors.</li> <li>• Assisted Encik Ahmad Shah bin Abu Bakar, Head of Department of Pusat Sumber, in giving a tour around the library to the visitors.</li> </ul>	
4/10/2022	<ul style="list-style-type: none"> <li>• Submit ILMU Manual to Encik Ahmad Shah bin Abu Bakar.</li> <li>• Assist 5 students from PISMPBI2620 in using OPAC.</li> </ul>	
5/10/2022	<ul style="list-style-type: none"> <li>• Shelving 13 books about Islam religion so they can be found in Open Shelf Collection, under shelf Number 297 at shelf Number 200.</li> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Matematik" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
6/10/2022	<ul style="list-style-type: none"> <li>• Collect books from Book Drop and discharge all books that has been returned.</li> <li>• Assist 7 students from PISMPBI1620 in using OPAC.</li> <li>• Assisting at the circulation counter since 7 students had books checked out, 6 students had returned their books.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 11/10/2022
7/10/2022	<ul style="list-style-type: none"> <li>• Could not attend practical training due to family issues but has agree to put in extra hours of work.</li> </ul>	
11/10/2022	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Matematik" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Assisting at the circulation counter since 4 students had books checked out, 5 students had returned them, and 2 academic staff members had renewed their books.</li> </ul>	


12/10/2022	<ul style="list-style-type: none"> <li>Sumber Pusat IPGKTAR is delighted to accommodate students from SMK Tebakang Serian for their field trip. The Pusat Sumber was visited by 30 people.</li> <li>Assisted Encik Ahmad Shah bin Abu Bakar, Head of Department of Pusat Sumber in giving a tour around the library to the visitors.</li> </ul>	
13/10/2022	<ul style="list-style-type: none"> <li>Shelving 12 books about american literature in american fiction so they can be found in Open Shelf Collection, under shelf Number 813 at shelf Number 800.</li> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Matematik" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
14/10/2022	<ul style="list-style-type: none"> <li>Shelving 9 books about arts in drawing so they can be found in Open Shelf Collection, under shelf Number 740 at shelf Number 700.</li> <li>Assist 4 students from PPISMP in using OPAC.</li> <li>Assisting at the circulation counter since 8 students had books checked out, 6 students had returned their books.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 17/10/2022
17/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assisting at the circulation counter since 4 students had books checked out, 6 students had returned their books.</li> </ul>	
18/10.2022	<ul style="list-style-type: none"> <li>Attend Bengkel Penjilidan &amp; Pembaikan Ringan, which Pusat Sumber IPGKTAR organized. There are 9 participants that have joined Bengkel Penjilidan &amp; Pembaikan Ringan from different departments. Encik Morsidi bin Shamsudin, Assistant Librarian IPGKTAR, and Encik Mazwadi bin Abdul Kadir, Operation Assistant, are the two facilitators who administer the programme. 50 papers were given to us to fold in half.</li> </ul>	




	<p>We must fold them in half, compile it, then stitch it together using the provided needle and thread. Then we were instructed to cut the provided chipboard in accordance with the measurements of the size of the papers that had been assembled on it.</p>	
19/10/2022	<ul style="list-style-type: none"> <li>Attend day 2 of Bengkel Penjilidan &amp; Pembaikan Ringan which Pusat Sumber IPGKTAR organized. On day two, we were instructed to measure the size of the acrolin paper in accordance with the size of the chipboard. The chipboard and the acrolin paper should then be glued together with adhesive. After attaching them together, cut the acrolin paper according to the facilitator's measurement. The chipboard and paper should then be attached with adhesive to create the book cover.</li> </ul>	
20/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
21/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 24/10/2022
24/10/2022	<ul style="list-style-type: none"> <li>Attend Majlis Anugerah Perkhidmatan Cemerlang Tahun 2021 Institut Pendidikan Guru Kampus Tun Abdul Razak at Dewan Sri Samarahan.</li> <li>Performed 3 songs which is Negaraku, Ibu Pertiwiku and IPGM song in choir during Majlis Anugerah Perkhidmatan Cemerlang Tahun 2021 Institut Pendidikan Guru Kampus Tun Abdul Razak. There is a total of 30 students from different courses who have join the choir.</li> </ul>	
25/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on</li> </ul>	




	<p>filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</p>	
26/10/2022	<ul style="list-style-type: none"> <li>Attend Program Kesihatan Mental at Dewan Sri Samarahan organized by Unit Kaunseling dan Pembimbing Rakan Siswa Pendidik. I answered a quiz about mental health campaign and I won a TGV Cinemas Mega Movie Pass voucher.</li> </ul>	
27/10/2022	<ul style="list-style-type: none"> <li>Shelving 14 books about psychology so they can be found in Open Shelf Collection, under shelf Number 100.</li> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
28/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assisting at the circulation counter since 6 students had books checked out, 6 students had returned their books.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 31/10/2022
31/10/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> </ul>	


Date	Exact Nature of Work Done	Supervisors Remarks
1/11/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
2/11/2022	<ul style="list-style-type: none"> <li>Shelving 11 books about economics in social sciences so they can be found in Open Shelf Collection, under shelf Number 330 at shelf Number 300.</li> <li>Helping at circulation counter as there are 5 students that borrowed books, 1 academic staff came in to renew the books and 5 students came in to return the books they borrowed.</li> </ul>	
3/11/2022	<ul style="list-style-type: none"> <li>Librarian, Puan Nurharlizani binti Razami asked me to an exercise on cataloguing using input sheet. She briefly explains how to do cataloguing using the input sheet. I was given 4 books to catalogue.</li> </ul>	
4/11/2022	<ul style="list-style-type: none"> <li>Continued cataloguing the first book which titled "Daya Tahan (Resilience) Guru" by Noorasyikin EDin with the help of Assistant Librarian, Encik Morsidi bin Shamsudin and Librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar.</li> </ul>	 7/11/2022 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan
7/11/2022	<ul style="list-style-type: none"> <li>Could not attend practical training due to period cramps.</li> </ul>	
8/11/2022	<ul style="list-style-type: none"> <li>Continued cataloguing the second book titled "Jurnal Penyelidikan Pendidikan Jilid 16 2021" by IPG Kampus Miri Sarawak using the input sheet with the help of Librarian, Puan Nurharlizani binti Razami.</li> </ul>	
9/11/2022	<ul style="list-style-type: none"> <li>Participate in "Taklimat Perkhidmatan Kepada Penerbit dan Pekhidmatan U-Pustaka," a Google Meet event sponsored by Institut Pendidikan Guru Malaysia (IPGM). The first session runs from 9 am to 1 pm and is titled "Taklimat Perkhidmatan Kepada Penerbit". The following session, titled "Taklimat Perkhidmatan U-Pustaka," lasts from 2 to 5 pm.</li> </ul>	



10/11/2022	<ul style="list-style-type: none"> <li>Continued cataloguing the third and the fourth book titled "Kapaciti Pedagogi Pembelajaran Bermakna" by Institut Pendidikan Guru Kampus Sultan Mizan and "Koleksi Projek Inovasi Pelajara Internship PISMP Jun 2016" by Unit Praktikum Institut Pendidikan Guru Kampus Tun Abdul Razak, using the input sheet with the help of Assistant Librarian, Encik Morsidi bin Shamsudin and Librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar.</li> </ul>	
11/11/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Kokurikulum" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assisting at the circulation counter since 6 students had books checked out, 6 students had returned their books.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 14/11/2022
14/11/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Kokurikulum" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> </ul>	
15/11/2022	<ul style="list-style-type: none"> <li>Assisting at the circulation counter since 4 students had books checked out, 8 students had returned their books.</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> </ul>	
16/11/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assisting at the circulation counter since 3 students had books checked out, 4 students had returned their books.</li> </ul>	


17/11/2022	<ul style="list-style-type: none"> <li>Shelving 7 books about arts in drawing so they can be found in References Collection, under shelf Number 740 at shelf Number 700.</li> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan
18/11/2022	<ul style="list-style-type: none"> <li>Public Holiday in conjunction with the 15<sup>th</sup> General Elections on 19<sup>th</sup> November 2022.</li> </ul>	
21/11/2022	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assisting at the circulation counter since 6 students had books checked out, 6 students had returned their books.</li> </ul>	
22/11/2022	<ul style="list-style-type: none"> <li>Shelving 9 books about animals so they can be found in Reference Collection, under shelf Number 590 at shelf Number 500.</li> <li>Helping at circulation counter as there are 5 students that borrowed books, 1 academic staff came in to renew the books and 5 students came in to return the books they borrowed.</li> </ul>	
23/11/2022	<ul style="list-style-type: none"> <li>Sumber Pusat IPGKTAR welcomed guests from INTAN Wilayah Sarawak for the Lawatan Penanda Aras Pelaksanaan Ekosistem Kondusif Sector Awam (EKSA). The Pusat Sumber has received 18 visitors.</li> <li>Assisted Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, IPGKTAR librarian, in giving a tour around the library to the visitors. The visitors then listened to talk given by Puan Roha binti Tamit, one of the committee members of EKSA.</li> </ul>	
24/11/2022	<ul style="list-style-type: none"> <li>Finished filling information in excel from every folder given by Puan Dayang Sinarwaty Hidayat binti Abang</li> </ul>	




	<p>Abu Bakar for Malaysian Qualification Agency (MQA) purpose.</p> <ul style="list-style-type: none"> <li>Emailed the entire excel file to Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar so that she could proceed calculating the percentage for the summary.</li> </ul>	
25/11/2022	<ul style="list-style-type: none"> <li>Sumber Pusat IPGKTAR welcomed guests SMK Agama Saratok for the Lawatan Penanda Aras Pelaksanaan Ekosistem Kondusif Sector Awam (EKSA). The Pusat Sumber has received 19 visitors.</li> <li>Assisted Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, IPGKTAR librarian, in giving a tour around the library to the visitors.</li> <li>Helped setting up the library especially Ruang Bacaan dan Rujukan for upcoming event "Program Wacana Professional Pensyarah Akademik IPGKTAR" which is held on 29<sup>th</sup> November 2022.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 29/11/2022
28/11/2022	<ul style="list-style-type: none"> <li>Public holiday in line with the announcement to the same effect by the newly-pointed Prime Minister.</li> </ul>	
29/11/2022	<ul style="list-style-type: none"> <li>The Pusat Sumber IPGKTAR planned an event called "Program Wacana Professional Pensyarah Akademik IPGKTAR," to which all lecturers were required to participate. Timbalan Rektor Kanan IPGM, YBHG. Dr. Rosli bin Yacob, a special guest who travelled all the way to Kota Samarahan Sarawak, is also there. The event began at 10:45 a.m. and lasted till 1 p.m.</li> <li>Helping at circulation counter as there are 6 students that borrowed books, 3 academic staff came in to renew the books and 4 students came in to return the books they borrowed.</li> </ul>	
30/11/2022	<ul style="list-style-type: none"> <li>Helped setting up the library back to the original position so that students can use the Ruang Bacaan dan Rujukan when they visit the library.</li> <li>Shelving 18 books about English literature so they can be found in Open Shelf Collection, under shelf Number 820 at shelf Number 800.</li> </ul>	








Date	Exact Nature of Work Done	Supervisors Remarks
1/12/2022	<ul style="list-style-type: none"> <li>Helping at circulation counter as there are 6 academic staff that borrowed books, 3 academic staff came in to renew the books and 4 academic staff came in to return the books they borrowed.</li> <li>Shelving 19 books about Astronomy so they can be found in Open Shelf Collection, under shelf Number 520 at shelf Number 500.</li> <li>Assist 5 students from PISMPBM3620 in using OPAC.</li> </ul>	
2/12/2022	<ul style="list-style-type: none"> <li>Helped setting up the library for Admin Department to use it for and upcoming event which is "Jamuan Program Guru Permulaan Ambilan 2019".</li> <li>Helped plan birthday celebration for Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, IPGKTAR librarian as it was her birthday that day. All of the Unit Pusat Sumber IPGKTAR staff celebrate Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar's birthday that day.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 5/12/2022
5/12/2022	<ul style="list-style-type: none"> <li>Attending the "Tun Abdul Rahman Ya'kub (PeTARY) Open Day and Literacy Program, Connect &amp; Inspire" with Encik Ahmad Shah bin Abu Bakar, Head of Department of Pusat Sumber, at the Ruang Social Hub PeTARY UNIMAS Sarawak, Kota Samarahan, as a representative of the Unit Pusat Sumber IPGKTAR. The purpose of attending the program is to help officiate the program.</li> </ul>	
6/12/2022	<ul style="list-style-type: none"> <li>Helped setting up the library for upcoming event "Promosi Peningkatan Profesionalisme Pensyarah Oleh City University Malaysia" which is held on 7<sup>th</sup> December 2022.</li> <li>Shelving 9 books about animals so they can be found in Reference Collection, under shelf Number 590 at shelf Number 500.</li> </ul>	
7/12/2022	<ul style="list-style-type: none"> <li>The Pusat Sumber IPGKTAR planned an event called "Promosi Peningkatan Profesionalisme Pensyarah Oleh</li> </ul>	




	<p>City University Malaysia," to which all lecturers and management staff were required to participate. Dekan City University Malaysia, special guests who travelled all the way to Kota Samarahan Sarawak, is also there. The event began at 8:30 a.m. and lasted till 12 p.m.</p> <ul style="list-style-type: none"> <li>Helping at circulation counter as there are 6 management staff that borrowed books, 3 academic staff came in to renew the books and 4 students came in to return the books they borrowed.</li> </ul>	
8/12/2022	<ul style="list-style-type: none"> <li>Assisting at the circulation counter since 4 students had books checked out, 8 students had returned their books.</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> <li>Shelving 21 books about economics in social sciences so they can be found in Open Shelf Collection, under shelf Number 330 at shelf Number 300.</li> <li>Attend my very first Unit Pusat Sumber IPGKTAR meeting located at Pusat Sumber IPGKTAR.</li> </ul>	
9/12/2022	<ul style="list-style-type: none"> <li>Shelving 15 books about animals so they can be found in Open Shelf Collection, under shelf Number 590 at shelf Number 500.</li> <li>Helping at circulation counter as there are 5 students that borrowed books, 3 academic staff came in to renew the books and 5 students came in to return the books they borrowed.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 12/12/2022
12/12/2022	<ul style="list-style-type: none"> <li>Did book shifting at Ruang Bacaan collections. In order to distribute books more evenly throughout the shelves in a library's collection, vacant space might be divided up. This practise is known as "book shifting." Shifting is among the most crucial actions required to make sure that a collection is kept in the right sequence.</li> </ul>	
13/12/2022	<ul style="list-style-type: none"> <li>Could not attend practical training due to period cramps.</li> </ul>	
14/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 300 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	

15/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 300 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> <li>Meeting with Encik Abu Bakar Sham bin Jamil, Head of Management Service Unit, to get leave approval for December 16 and December 19 of 2022.</li> <li>Assist 6 students from PISMPPSV1621 in using OPAC.</li> </ul>	
16/12/2022	<ul style="list-style-type: none"> <li>On leave for family emergency.</li> </ul>	AHMAD SHAH BIN ABU BAKAR Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 04/11/2023
19/12/2022	<ul style="list-style-type: none"> <li>On leave for family emergency.</li> </ul>	
20/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 300 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
21/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 300 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
22/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
23/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
26/12/2022	<ul style="list-style-type: none"> <li>Public holiday for Christmas Celebration.</li> </ul>	AHMAD SHAH BIN ABU BAKAR Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 04/11/2023
27/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
28/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
29/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	
30/12/2022	<ul style="list-style-type: none"> <li>Book shifting was done at Shelf 400 in the Ruang Bacaan collections to evenly distribute the books throughout the shelves and make room for new books.</li> </ul>	

AHMAD SHAH BIN ABU BAKAR  
Ketua Pusat Sumber  
IPG Kampus Tun Abdul Razak  
Kota Samarahan 4/11/2023

PRACTICAL TRAINING  
LOG-BOOK

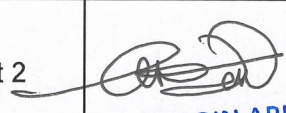



Date	Exact Nature of Work Done	Supervisors Remarks
3/1/2023	<ul style="list-style-type: none"> <li>The IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, assigned the job of entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan". I have to check the status of all the books in IPGKTAR Library OPAC.</li> </ul>	
4/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan".</li> <li>Helping at circulation counter as there are 8 students that borrowed books, 3 academic staff came in to renew the books and 4 students came in to return the books they borrowed. I also help register library membership for new lecturers.</li> <li>Assist 5 students from PISMPPJ1620 in using OPAC.</li> </ul>	
5/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan".</li> <li>Helping at circulation counter as there are 9 students that borrowed books, 6 academic staff came in to renew the books and 7 students came in to return the books they borrowed.</li> <li>Shelving 17 books about Education so they can be found in Open Shelf Collection, under shelf Number 370 at shelf Number 300.</li> </ul>	
6/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan".</li> </ul>	

**AHMAD SHAH BIN ABU BAKAR**  
Ketua Pusat Sumber  
IPG Kampus Tun Abdul Razak  
Kota Samarahan 9/1/2023


LIBRARY TRAINING  
LOG-BOOK





	<ul style="list-style-type: none"> <li>I was given permission by Puan Anis Alisya binti Abdullah, Pengarah IPGKTAR, to leave for home at 2 p.m. because of the IPGKTAR Annual Dinner's "Glamorous" theme at 8 p.m. in the Imperial Hotel, Kuching.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 9/1/2023
9/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan".</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> </ul>	
10/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan".</li> <li>Helping at circulation counter as there are 8 students 5 staff that borrowed books, 3 students and 4 staff came in to renew the books and 5 students came in to return the books they borrowed. I also help register library membership for new staff from Unit Kaunseling.</li> </ul>	
11/1/2023	<ul style="list-style-type: none"> <li>Finished entering the status of the books in Pusat Sumber IPGKTAR into an excel spreadsheet called "Borang Pesanan Bahan Perpustakaan" given by Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar</li> <li>Emailed the excel spreadsheet file to Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar so that she could proceed calculating the percentage for the summary.</li> <li>Shelving 19 books about Law so they can be found in Open Shelf Collection, under shelf Number 340 at shelf Number 300.</li> </ul>	
12/1/2023	<ul style="list-style-type: none"> <li>Followed Encik Ahmad Shah bin Abu Bakar, Head of Unit Pusat Sumber, to each unit and department in</li> </ul>	

	<p>IPGKTAR to hand out copies of the book "Mempertingkatkan Pembelajaran Jarak Jauh: Buku Panduan Untuk Akademik" by The HEAD Foundation. Each head of department and unit will receive the book, and they are required to sign as evidence as well as to acknowledge receiving it.</p> <ul style="list-style-type: none"> <li>• Helping at circulation counter as there are 9 students and 4 staff that borrowed books, 6 staff came in to renew the books and 7 students and 3 staff came in to return the books they borrowed.</li> <li>• Assist 6 students from PISMPBI2620 in using OPAC.</li> </ul>	
13/1/2023	<ul style="list-style-type: none"> <li>• Given one more folder which is labelled as "Bahasa" to be fill in to the excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Shelving 26 books on fictions so they can be found in Open Shelf Collection, under shelf Number 813 at shelf Number 800.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Kepala Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 16/1/2023
16/1/2023	<ul style="list-style-type: none"> <li>• Encik Ahmad Shah bin Abu Bakar, Head of Unit Pusat Sumber sent me to deliver important documents regarding "Pelaksanaan Audit Dalaman Bagi Sistem Pengurusan Organisasi Pendidikan" to Bilik Fail in Blok Pentadbiran and pass the documents to Puan Elizabeth anak Mawa.</li> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> </ul>	
17/1/2023	<ul style="list-style-type: none"> <li>• Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>• Helping at circulation counter as there are 6 students and 5 staff that borrowed books, 3 staff came in to renew</li> </ul>	



	<p>the books and 5 students and 2 staff came in to return the books they borrowed.</p> <ul style="list-style-type: none"> <li>Assist 8 students from PISMPMT1621 in using OPAC.</li> </ul>	
18/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Assist 8 students from PISMPpakk1621 in using OPAC.</li> </ul>	
19/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Helping at circulation counter as there are 9 students and 4 staff that borrowed books, 6 staff came in to renew the books and 7 students and 3 staff came in to return the books they borrowed.</li> </ul>	
20/1/2023	<ul style="list-style-type: none"> <li>Attend "Bengkel Formula Mencapai 5 Hari Kursus," which is being conducted at Dewan Asajaya from 9 am to 11 am and is being organised by Unit Pembangunan Latihan.</li> <li>Assist 5 students from PISMPBI2620 in using OPAC.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 25/1/2023
23/1/2023	<ul style="list-style-type: none"> <li>Chinese New Year Public Holiday</li> </ul>	
24/1/2023	<ul style="list-style-type: none"> <li>Chinese New Year Public Holiday</li> </ul>	
25/1/2023	<ul style="list-style-type: none"> <li>Attend "Program Bicara Professional <sup>SLA</sup> <del>TKTPP</del> <sup>TKPPM</sup> Pensyarah IPG Kampus Tun Abdul Razak Bersama YBRS. Dr Norisah binti Suhaili, Timbalan Ketua Pengarah Pendidikan Malaysia Sektor Operasi Sekolah" at Dewan Sri Samarahan.</li> </ul>	
26/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named</li> </ul>	


	<p>"Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</p> <ul style="list-style-type: none"> <li>Shelving 22 books on fictions so they can be found in Open Shelf Collection, under shelf Number 813 at shelf Number 800.</li> </ul>	
27/1/2023	<ul style="list-style-type: none"> <li>Attend Unit Pusat Sumber meeting from 9 am to 11 am.</li> <li>Attend "Program Bicara Eksekutif," which will be held from 2 to 4 p.m. and has as its topic Alam Sekitar Tanggungjawab Bersama, a joint effort between Jabatan Hal Ehwal Pelajar and students from Kelab Alam Sekitar IPGKTAR.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan 30/1/2023
30/1/2023	<ul style="list-style-type: none"> <li>Continuing the task given by IPGKTAR librarian, Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar, on filing information from pdf files in a folder named "Bahasa" to excel for Malaysian Qualification Agency (MQA) purpose.</li> <li>Helping at circulation counter as there are 8 students that borrowed books, 8 academic staff came in to renew the books and 5 students came in to return the books they borrowed.</li> <li>Shelving 13 books about Islam religion so they can be found in Open Shelf Collection, under shelf Number 297 at shelf Number 200.</li> </ul>	
31/1/2023	<ul style="list-style-type: none"> <li>Attend farewell party for intern students held by Unit Pusat Sumber.</li> <li>Collect books from Book Drop and discharge all books that has been returned.</li> <li>Helping at circulation counter as there are 12 students 5 staff that borrowed books, 1 staff came in to renew the books and 4 students 3 staff came in to return the books they borrowed.</li> <li>Emailed the excel spreadsheet file to Puan Dayang Sinarwaty Hidayat binti Abang Abu Bakar so that she could proceed calculating the percentage for the summary.</li> </ul>	 <b>AHMAD SHAH BIN ABU BAKAR</b> Ketua Pusat Sumber IPG Kampus Tun Abdul Razak Kota Samarahan

1/2/2023  
PRACTICAL TRAINING  
LOG-BOOK





Employee ID	First Name	Date	Weekday	Clock In	Clock Out	Total Time
184	Sharifah Niessa Farisha	2022-10-01	Saturday			
184	Sharifah Niessa Farisha	2022-10-02	Sunday			
184	Sharifah Niessa Farisha	2022-10-03	Monday	07:54	16:59	09:04
184	Sharifah Niessa Farisha	2022-10-04	Tuesday	08:00	17:00	09:00
184	Sharifah Niessa Farisha	2022-10-05	Wednesday	07:47	16:54	09:08
184	Sharifah Niessa Farisha	2022-10-06	Thursday	07:34	16:38	09:05
184	Sharifah Niessa Farisha	2022-10-07	Friday			
184	Sharifah Niessa Farisha	2022-10-08	Saturday			
184	Sharifah Niessa Farisha	2022-10-09	Sunday			
184	Sharifah Niessa Farisha	2022-10-10	Monday			
184	Sharifah Niessa Farisha	2022-10-11	Tuesday	07:28	17:05	09:37
184	Sharifah Niessa Farisha	2022-10-12	Wednesday	07:51	16:53	09:02
184	Sharifah Niessa Farisha	2022-10-13	Thursday	08:05	17:06	09:01
184	Sharifah Niessa Farisha	2022-10-14	Friday	07:53	16:55	09:02
184	Sharifah Niessa Farisha	2022-10-15	Saturday			
184	Sharifah Niessa Farisha	2022-10-16	Sunday			
184	Sharifah Niessa Farisha	2022-10-17	Monday	08:10	17:10	09:00
184	Sharifah Niessa Farisha	2022-10-18	Tuesday	08:05	17:06	09:01
184	Sharifah Niessa Farisha	2022-10-19	Wednesday	07:54	16:57	09:02
184	Sharifah Niessa Farisha	2022-10-20	Thursday	07:59	17:05	09:06
184	Sharifah Niessa Farisha	2022-10-21	Friday	07:49	16:50	09:02
184	Sharifah Niessa Farisha	2022-10-22	Saturday			
184	Sharifah Niessa Farisha	2022-10-23	Sunday			
184	Sharifah Niessa Farisha	2022-10-24	Monday	08:05	17:14	09:09
184	Sharifah Niessa Farisha	2022-10-25	Tuesday	08:07	17:07	09:00
184	Sharifah Niessa Farisha	2022-10-26	Wednesday	08:06	17:06	09:00
184	Sharifah Niessa Farisha	2022-10-27	Thursday	07:55	17:08	09:13
184	Sharifah Niessa Farisha	2022-10-28	Friday	08:02	17:03	09:01
184	Sharifah Niessa Farisha	2022-10-29	Saturday			
184	Sharifah Niessa Farisha	2022-10-30	Sunday			
184	Sharifah Niessa Farisha	2022-10-31	Monday	08:08	17:20	09:11


01/11/2022  
**AHMAD SHAH BIN ABU BAKAR**  
 Ketua Pusat Sumber  
 IPG Kampus Tun Abdul Razak  
 Kota Samarahan

Employee ID	First Name	Date	Weekday	Clock In	Clock Out	Total Time
184	Sharifah Niessa Farisha	2022-09-01	Thursday	08:23	17:03	08:40
184	Sharifah Niessa Farisha	2022-09-02	Friday	07:35	17:34	09:59
184	Sharifah Niessa Farisha	2022-09-03	Saturday			
184	Sharifah Niessa Farisha	2022-09-04	Sunday			
184	Sharifah Niessa Farisha	2022-09-05	Monday	07:54	17:13	09:19
184	Sharifah Niessa Farisha	2022-09-06	Tuesday	08:07	17:13	09:06
184	Sharifah Niessa Farisha	2022-09-07	Wednesday	07:57	17:01	09:04
184	Sharifah Niessa Farisha	2022-09-08	Thursday	08:04	17:14	09:10
184	Sharifah Niessa Farisha	2022-09-09	Friday	08:06	17:23	09:17
184	Sharifah Niessa Farisha	2022-09-10	Saturday			
184	Sharifah Niessa Farisha	2022-09-11	Sunday			
184	Sharifah Niessa Farisha	2022-09-12	Monday	08:03	17:07	09:04
184	Sharifah Niessa Farisha	2022-09-13	Tuesday	07:55	16:58	09:03
184	Sharifah Niessa Farisha	2022-09-14	Wednesday	08:03	17:06	09:03
184	Sharifah Niessa Farisha	2022-09-15	Thursday	08:02	17:11	09:09
184	Sharifah Niessa Farisha	2022-09-16	Friday			
184	Sharifah Niessa Farisha	2022-09-17	Saturday			
184	Sharifah Niessa Farisha	2022-09-18	Sunday			
184	Sharifah Niessa Farisha	2022-09-19	Monday	07:44	16:57	09:13
184	Sharifah Niessa Farisha	2022-09-20	Tuesday	07:51	17:01	09:10
184	Sharifah Niessa Farisha	2022-09-21	Wednesday	07:55	16:55	09:00
184	Sharifah Niessa Farisha	2022-09-22	Thursday	08:01	17:01	09:00
184	Sharifah Niessa Farisha	2022-09-23	Friday	07:59	17:00	09:01
184	Sharifah Niessa Farisha	2022-09-24	Saturday			
184	Sharifah Niessa Farisha	2022-09-25	Sunday			
184	Sharifah Niessa Farisha	2022-09-26	Monday	07:59	17:07	09:08
184	Sharifah Niessa Farisha	2022-09-27	Tuesday			
184	Sharifah Niessa Farisha	2022-09-28	Wednesday	07:54	16:55	09:01
184	Sharifah Niessa Farisha	2022-09-29	Thursday	07:59	17:01	09:02
184	Sharifah Niessa Farisha	2022-09-30	Friday	08:04	17:04	09:00



**AHMAD SHAH BIN ABU BAKAR**

Ketua Pusat Sumber

IPG Kampus Tun Abdul Razak

Kota Samarahan

2/10/2022



Employee ID	First Name	Date	Weekday	Clock In	Clock Out	Total Time
184	Sharifah Niessa Farisha	2022-11-01	Tuesday	08:08	17:08	09:00
184	Sharifah Niessa Farisha	2022-11-02	Wednesday	08:15	17:19	09:04
184	Sharifah Niessa Farisha	2022-11-03	Thursday	08:05	17:17	09:13
184	Sharifah Niessa Farisha	2022-11-04	Friday	08:35	17:41	09:06
184	Sharifah Niessa Farisha	2022-11-05	Saturday			
184	Sharifah Niessa Farisha	2022-11-06	Sunday			
184	Sharifah Niessa Farisha	2022-11-07	Monday			
184	Sharifah Niessa Farisha	2022-11-08	Tuesday	08:16	17:24	09:08
184	Sharifah Niessa Farisha	2022-11-09	Wednesday	07:36	16:36	09:00
184	Sharifah Niessa Farisha	2022-11-10	Thursday	08:24	17:24	09:00
184	Sharifah Niessa Farisha	2022-11-11	Friday	07:57	16:56	09:00
184	Sharifah Niessa Farisha	2022-11-12	Saturday			
184	Sharifah Niessa Farisha	2022-11-13	Sunday			
184	Sharifah Niessa Farisha	2022-11-14	Monday	08:08	17:08	09:00
184	Sharifah Niessa Farisha	2022-11-15	Tuesday	07:42	16:53	09:11
184	Sharifah Niessa Farisha	2022-11-16	Wednesday	07:58	16:59	09:01
184	Sharifah Niessa Farisha	2022-11-17	Thursday	07:56	17:02	09:06
184	Sharifah Niessa Farisha	2022-11-18	Friday			
184	Sharifah Niessa Farisha	2022-11-19	Saturday			
184	Sharifah Niessa Farisha	2022-11-20	Sunday			
184	Sharifah Niessa Farisha	2022-11-21	Monday	08:13	17:14	09:01
184	Sharifah Niessa Farisha	2022-11-22	Tuesday	07:54	16:55	09:01
184	Sharifah Niessa Farisha	2022-11-23	Wednesday	07:57	17:02	09:05
184	Sharifah Niessa Farisha	2022-11-24	Thursday	08:00	17:07	09:07
184	Sharifah Niessa Farisha	2022-11-25	Friday	07:54	16:54	09:00
184	Sharifah Niessa Farisha	2022-11-26	Saturday			
184	Sharifah Niessa Farisha	2022-11-27	Sunday			
184	Sharifah Niessa Farisha	2022-11-28	Monday			
184	Sharifah Niessa Farisha	2022-11-29	Tuesday	08:02	17:04	09:02
184	Sharifah Niessa Farisha	2022-11-30	Wednesday	08:04	17:04	09:01



**AHMAD SHAH BIN ABU BAKAR**  
Ketua Pusat Sumber  
IPG Kampus Tun Abdul Razak  
Kota Samarahan

01/12/2022

Employee ID	First Name	Date	Weekday	Clock In	Clock Out	Total Time
184	Sharifah Niessa Farisha	2022-12-01	Thursday	07:51	16:57	09:06
184	Sharifah Niessa Farisha	2022-12-02	Friday	07:56	16:58	09:02
184	Sharifah Niessa Farisha	2022-12-03	Saturday			
184	Sharifah Niessa Farisha	2022-12-04	Sunday			
184	Sharifah Niessa Farisha	2022-12-05	Monday	08:02	17:05	09:03
184	Sharifah Niessa Farisha	2022-12-06	Tuesday	08:04	17:04	09:00
184	Sharifah Niessa Farisha	2022-12-07	Wednesday	08:01	17:15	09:13
184	Sharifah Niessa Farisha	2022-12-08	Thursday	07:52	17:01	09:10
184	Sharifah Niessa Farisha	2022-12-09	Friday	07:56	17:00	09:04
184	Sharifah Niessa Farisha	2022-12-10	Saturday			
184	Sharifah Niessa Farisha	2022-12-11	Sunday			
184	Sharifah Niessa Farisha	2022-12-12	Monday	07:51	16:53	09:02
184	Sharifah Niessa Farisha	2022-12-13	Tuesday			
184	Sharifah Niessa Farisha	2022-12-14	Wednesday	08:04	17:04	09:00
184	Sharifah Niessa Farisha	2022-12-15	Thursday	08:16	17:16	09:00
184	Sharifah Niessa Farisha	2022-12-16	Friday			
184	Sharifah Niessa Farisha	2022-12-17	Saturday			
184	Sharifah Niessa Farisha	2022-12-18	Sunday			
184	Sharifah Niessa Farisha	2022-12-19	Monday			
184	Sharifah Niessa Farisha	2022-12-20	Tuesday	08:01	17:01	09:00
184	Sharifah Niessa Farisha	2022-12-21	Wednesday	08:01	17:01	09:00
184	Sharifah Niessa Farisha	2022-12-22	Thursday	08:05	17:05	09:00
184	Sharifah Niessa Farisha	2022-12-23	Friday	08:17	17:21	09:05
184	Sharifah Niessa Farisha	2022-12-24	Saturday			
184	Sharifah Niessa Farisha	2022-12-25	Sunday			
184	Sharifah Niessa Farisha	2022-12-26	Monday			
184	Sharifah Niessa Farisha	2022-12-27	Tuesday	07:51	16:52	09:00
184	Sharifah Niessa Farisha	2022-12-28	Wednesday	07:59	17:01	09:02
184	Sharifah Niessa Farisha	2022-12-29	Thursday	08:09	17:14	09:05
184	Sharifah Niessa Farisha	2022-12-30	Friday	07:35	16:38	09:03
184	Sharifah Niessa Farisha	2022-12-31	Saturday			




**AHMAD SHAH BIN ABU BAKAR**  
Ketua Pusat Sumber  
IPG Kampus Tun Abdul Razak  
Kota Samarahan

04/01/2023



Employee ID	First Name	Date	Weekday	Clock In	Clock Out	Total Time
184	Sharifah Niessa Farisha	2023-01-01	Sunday			
184	Sharifah Niessa Farisha	2023-01-02	Monday			
184	Sharifah Niessa Farisha	2023-01-03	Tuesday	08:12	17:16	09:03
184	Sharifah Niessa Farisha	2023-01-04	Wednesday	07:58	17:06	09:08
184	Sharifah Niessa Farisha	2023-01-05	Thursday	07:56	17:14	09:18
184	Sharifah Niessa Farisha	2023-01-06	Friday	07:58	13:58	06:00
184	Sharifah Niessa Farisha	2023-01-07	Saturday			
184	Sharifah Niessa Farisha	2023-01-08	Sunday			
184	Sharifah Niessa Farisha	2023-01-09	Monday	08:05	17:11	09:06
184	Sharifah Niessa Farisha	2023-01-10	Tuesday	08:05	17:05	09:00
184	Sharifah Niessa Farisha	2023-01-11	Wednesday	08:01	17:05	09:04
184	Sharifah Niessa Farisha	2023-01-12	Thursday	08:09	17:09	09:00
184	Sharifah Niessa Farisha	2023-01-13	Friday	07:59	17:10	09:11
184	Sharifah Niessa Farisha	2023-01-14	Saturday			
184	Sharifah Niessa Farisha	2023-01-15	Sunday			
184	Sharifah Niessa Farisha	2023-01-16	Monday	07:45	16:48	09:03
184	Sharifah Niessa Farisha	2023-01-17	Tuesday	07:59	17:02	09:03
184	Sharifah Niessa Farisha	2023-01-18	Wednesday	07:55	17:06	09:11
184	Sharifah Niessa Farisha	2023-01-19	Thursday	07:51	17:04	09:13
184	Sharifah Niessa Farisha	2023-01-20	Friday	8:02	17:02	09:00
184	Sharifah Niessa Farisha	2023-01-21	Saturday			
184	Sharifah Niessa Farisha	2023-01-22	Sunday			
184	Sharifah Niessa Farisha	2023-01-23	Monday			
184	Sharifah Niessa Farisha	2023-01-24	Tuesday			
184	Sharifah Niessa Farisha	2023-01-25	Wednesday	07:50	16:55	09:05
184	Sharifah Niessa Farisha	2023-01-26	Thursday	08:03	17:11	09:08
184	Sharifah Niessa Farisha	2023-01-27	Friday	07:47	17:03	09:16
184	Sharifah Niessa Farisha	2023-01-28	Saturday			
184	Sharifah Niessa Farisha	2023-01-29	Sunday			
184	Sharifah Niessa Farisha	2023-01-30	Monday	08:08	17:26	09:18
184	Sharifah Niessa Farisha	2023-01-31	Tuesday	08:28	17:36	09:08

01/02/2023

  
**AHMAD SHAH BIN ABU BAKAR**  
 Ketua Pusat Sumber  
 IPG Kampus Tun Abdul Razak  
 Kota Samarahan