



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)
JALAN HANG TUAH JAYA,
75260 DURIAN TUNGGAL, MELAKA.**

**SPECIAL PROJECT: WEBSITE MAINTENANCE OF CENTRE
FOR GRADUATE STUDIES (PPS)**

**BY
AIFFAH ZULAIKHA BINTI RAZIN
2016882378**

**IM245 - BACHELOR OF SCIENCE (HONS.) INFORMATION
SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2018 – 31 DECEMBER 2018

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DECLARATION

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

Signed by

Aiffah Zulaikha binti Razin

ABSTRACT

Industrial Training is one of the requirements to be fulfilled in order to obtain a bachelor degree. Each student in Information System needs to do industrial training that related to their field of study. The student is compulsory to undergo an industrial training for duration of five months which consist of 20 weeks before completing their courses. The objective of this industrial training is to expose students to the actual working environment. Besides, to cultivate teamwork, spirit and familiarize with colleagues. By undergo the industrial training is to build self-confidence among students and lets students know technical knowledge and professionalism. The trainee was placed in administration department during the industrial training. This industrial training examines the understanding and responsibility in completing the task given by the supervisor and learned how to deal with the client in the organization. Specifically it measures the creativity in conducting the task to fulfil the supervisor instruction. The training gives the trainee a good experience in term of applying knowledge in IT as well as administration field. The training also has improved confident level and communication skill of the trainee.

Keyword : Industrial Training, Information System, Web Maintenance, Administration

ACKNOWLEDGEMENT

In the name of Allah, The Most Gracious and The Most Merciful. All the praises thanks to Allah on whom we ultimately depend on for sustenance and assistance. With His's love and blessing, I am able to successfully complete my training in Universiti Teknologi Malaysia Melaka (UTeM). Even though I am responsible for what appears in these pages, my thanks is due to following for their assistance, encouragement and support.

I would like to thank the Centre of Graduate Studies of Universiti Teknikal Malaysia Melaka (UTeM) for granting me this opportunity to develop myself in challenging yet exciting industrial training. Through this training, they have created an opportunity for students to broaden up their mind, gain first hand experiences in management as well as being exposed to different working environments.

A special appreciate and thanks to my industrial supervisor, Dr Hyreil Anuar Bin Kasdirin and faculty supervisor, Prof Madya Dr. Haji Ghazali bin Osman, you have been a tremendous mentor for me. Your advice on my field career and motivation has been priceless. I would also like to thanks to all the staff involved for their exemplary guidance, monitoring and constant encouragement throughout my training period.

I would like to express my profound gratitude and deep regards to my family. Your prayer for me was what sustained me this far,. I would like also love to thanks all my friends and colleagues who supported and incented me to strive towards my goal.

TABLE OF CONTENT

Content	Page
Declaration	i
Abstract	ii
Acknowledgement	iii
Table of Content	iv
List of Figures	v
Chapter 1 : Introduction	1
1.1 Background of the Organization	2
1.2 Organization Structure	10
Chapter 2 : Organization Information	11
2.1 Department Information	11
2.2 Department Structure	15
Chapter 3 : Industrial Training Activites	16
3.1 Main Activities	17
3.2 Special Project	30
Chapter 4 : Conclusion	35
4.0 Conclusion	35
4.1 Application of knowledge, skills and experience in undertaking task	36
4.2 Personal Thoughts and opinion	37

4.3 Skills Gained	37
4.4 Limitation	38
4.5 Recommendation	39
References	40
Appendices	41

LIST OF FIGURES

Figure	Page
1.1 The logo of Universiti Teknikal Malaysia Melaka (UTeM)	2
1.2 Balanced Scorecard Strategy Map	6
1.3 Map of Universiti Teknikal Malaysia Melaka	7
1.4 Strategic Partnership with Industries (MoU & MoA)	9
1.5 UTeM Academic Staff and Teaching Engineers with Industry Experience	9
1.6 Organization Chart of Univeriti Teknikal Malaysia Melaka (UTeM)	10
2.1 Logo of Centre for Graduate Studies	11
2.2 Organization Chart of Centre for Graduate Studies	15
3.1 Postgraduate student fill up the form	18
3.2 The process of key in data into Microsoft Excel	20
3.3 Process of file arrangement	20
3.4 After filing process	21
3.5 File of viva presentation	22
3.6 Zamalah Scholarship form	22
3.7 Telephone of office secretary	23
3.8 Counting Stock	24
3.9 Web banner of registration day	26
3.10 Web banner of postgraduate student activites	26
3.11 Web banner of viva voce presentation	26
3.12 Flyers of postgraduate programmes at Universiti Teknikal Malaysia	27

3.13 Postgraduate Prospectus	28
3.14 Registration day for new students	29
3.15 Students collecting scrolls and transcript	30
3.16 Interface of website	31
3.17 Examples of resized tables	32
3.18 Sitemap of the website	34

CHAPTER 1

INTRODUCTION

1.0 Introduction

Industrial training is a mandatory course for all degree students of Information Management. Industrial training is the process of developing skills and experiences in the real-life working environment to be more professional and productive. Industry training refers to a program which aims to provide supervised the industrial training within a specified timeframe from the faculty (University of Malaya, 2008). Obviously, through this industrial training, the students can have a great chance to learn about how the industry work's environment. The exposure to industrial environment will help the students to develop their soft skills and work experience.

The students will be able to apply the skills in the organization from what they have learned in the university. From the training, the trainee will also develop skills in soft skills, work ethics, communication, management, etc. In addition, they can enhance their knowledge and abilities at the industry that they are attached too.

For students of Information Management, the trainee needs to undertake this industrial training for five months in the organization chosen. The trainee has decided to choose University of Technical Malaysia Melaka (UTeM) as industry for internship. The trainee has been placed in Centre of Graduate Studies. So, the trainee report duty on 1st August 2018 and started the industrial training in the organization until reach the duration which will be end on 30th December 2018. During industrial training, Dr. Hyreil Anuar Bin Kasdirin, Deputy Dean of department has been in charged in trainee

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activities and ensuring the trainee would gain the knowledge and experiences as much as possible.

1.1 Background of Organization



Figure 1.1 : The logo of Universiti Teknikal Malaysia Melaka (UTeM)

Universiti Teknikal Malaysia Melaka (UTeM) was established on December 1, 2000. It was established under Section 20 of the University and University College Act 1971 (Act 30) under the Orders of Kolej Universiti Teknikal Kebangsaan Malaysia (Incorporated) 2001, then known as Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM). On February 1, 2007, UTeM went through a rebranding exercise when Kolej Universiti Teknikal Kebangsaan Malaysia (KUTKM) was given a new name as Universiti Teknikal Malaysia Melaka (UTeM). UTeM is the first technical university and the 14th public university listed in Malaysia. UTeM pioneers the “practice and application oriented” teaching and learning methodology for higher technical education in Malaysia. This is in accordance with the government’s decision to cater for high technical-skilled human resource needs of Malaysia’s industries.

UTeM currently operates from three campuses namely the Main Campus, the City Campus and the Technology Campus. UTeM has seven distinct faculties which provide in-depth specialization in engineering, engineering technology, ICT and technology management disciplines along with the Institute of Technology Management

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and Tecnopreneurship and Centre for Languages and Human Development. The faculties are Electrical Engineering, Electronics and Computer Engineering, Mechanical Engineering, Manufacturing Engineering, Information and Communication Technology, Technology Management & Tecnopreneurship and Faculty of Engineering Technology. The university offers academic programs at Diploma, Bachelor, Masters and PhD levels.

The programmes offered at UTeM are highly specialised. UTeM pioneers and leads in engineering technology programs among Technical Universities in Malaysia or MTUN. Currently, UTeM offers 10 engineering technology programs with the highest student enrolment of 2,600, which also represents 60% of total student enrolment at UTeM. The curriculum is developed closely with industry experts and aligned to the national agenda for Technical and Vocational Education and Training (TVET) to ensure its quality and relevance meet the needs of the thriving industrial sectors and further produces highly-skilled human resources for the development of Malaysia towards a high-income nation by 2020.

UTeM admits not only local but also international students and this includes students from Indonesia, Korea, Japan, Saudi Arabia, Chad, Syria, Pakistan, Cameroon, Bangladesh, Tanzania, India, Somalia, Singapore, Qatar, Palestine, Libya, Iraq, Iran, Ghana, France, Yemen, Nigeria and Jordan. As a focused university, UTeM now has a total of almost 12,000 students enrolled with a majority at the undergraduate level. UTeM has produced nearly 20,600 graduates since 2005. UTeM's graduates are highly sought by industries bearing a record of 80% graduate employability in local private and multi-national companies.

In enhancing students' unique international learning experience, special study abroad programmes are prepared through the Students' Mobility Programme and

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Erasmus+ Scholarship Programme. Elevating international recognition and relevance, UTeM's internationalization initiatives include partnerships in research and innovation as well as teaching and learning in fields of mutual interest. UTeM's strategic university's partners among others are Telecom Bretagne, France, University of Applied Sciences and Arts, Germany, KUMOH International Institute of Technology, South Korea, Marmara University Turkey, Universiti Dian Nuswantoro, Indonesia and more. On top of that, UTeM has strong linkages with multinational industries, to list a few, such as Man & Tel Co. Ltd, Infineon Technologies, Composites Technology Research Malaysia (CTRM), Keysight Technologies, and Dassault System, thus benefiting the students by providing real-industry experience in teaching and learning. UTeM's smart synergy with industries is notable in value adding to students' knowledge, hence increasing their potentials of employment upon graduation.

1.1.1 Vision

To Be One of the World's Leading Innovative and Creative Technical Universities

1.1.2 Mission

UTeM is determined to lead and contribute to the wellbeing of the country and the world by:

- i. Promoting knowledge through innovative teaching & learning, research and technical scholarship
- ii. Developing professional leaders with impeccable moral values;
- iii. Generating sustainable development through smart partnership with the community and industry.

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1.1.3 Motto

Excellence Through Competency

1.1.4 General Education Goals

- i. To conduct academic and professional programmes based on relevant needs of the industries.
- ii. To produce graduates with relevant knowledge, technical competency, soft skills, social responsibility and accountability.
- iii. To cultivate scientific method, critical thinking, creative and innovative problem solving and autonomy in decision making amongst graduates.
- iv. To foster development and innovation activities in collaboration with industries for the prosperity of the Nation.
- v. To equip graduates with leadership and teamwork skills as well as develop communication and life-long learning skills.
- vi. To develop technopreneurship and managerial skills amongst graduates.
- vii. To instil an appreciation of the arts and cultural values and awareness of healthy life styles amongst graduates.

1.1.5 Quality Objective

- Increasing student satisfaction
- Improving student achievement
- Executing continuous improvement

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- Developing values and a working culture of excellence
- Creating a healthy and safe working environment
- Producing research that are beneficial to the society
- Offering efficient and effective consultation service
- Contributing university expertise for the improvement of a quality society
- Gaining and maintaining MS ISO 9001 : 2008 accreditation

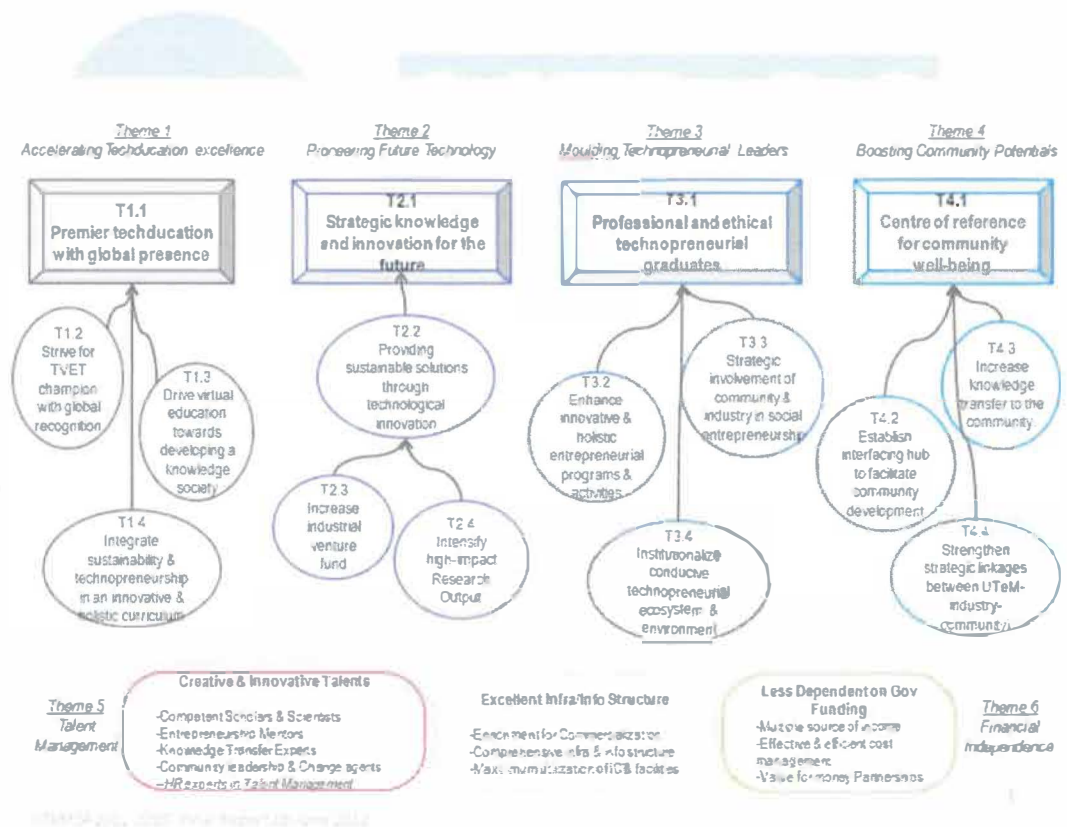


Figure 1.2 Balanced Scorecard Strategy Map

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1.1.6 Location Maps

Figure 1.3 below shows the location of Universiti Teknikal Malaysia Melaka (UTeM). Basically, the organization will provide the maps or directions to the clients as a reference and guide to seek where UTeM is, so that they can easily find the location.



Figure 1.3 Map of Univeristi Teknikal Malaysia Melaka

1.1.7 Contact Information

Address : Universiti Teknikal Malaysia Melaka,
Jalan Hang Tuah Jaya,
75260 Durian Tunggal , Melaka.

Phone : +606 270 1000

Fax : +606 270 1022

Email : canselori@utem.edu.my

1.1.8 Collaboration and Community Engagement

The collaboration between industry and the academic world has always been an important but rather a complex topic. Since universities and industrial companies have different business models, some investment needs to be made to converge the two positions before mutual benefits can be reaped. Universities focus on educating people and in creating new knowledge and excelling in existing know-how, while companies concentrate on mastering the challenges of a competitive environment and are striving for market success.

Ideally, partnerships between industry and academic or other research institutions would allow industry to be well informed about recent research advances, while allowing the applied research in turn to be cognizant of the needs of industry.

Universities also have social responsibilities to fulfill their obligations towards the community and contribute towards the development, advancement and transformation of the nation. In this respect, Community Engagement is to match the knowledge/expertise, facilities and resources of universities to the needs, aspirations and expectations of the community to result in a sustainable engagement.

There is increasing expectations for universities to engage with the community by translating it into practice and to make specific contribution to local, national and international communities. It is imperative for the relevant stakeholders with knowledge and subject matter experts to implement community engagement activities and projects.



Figure 1. 4 Strategic Partnership With Industries (MoU & MoA)

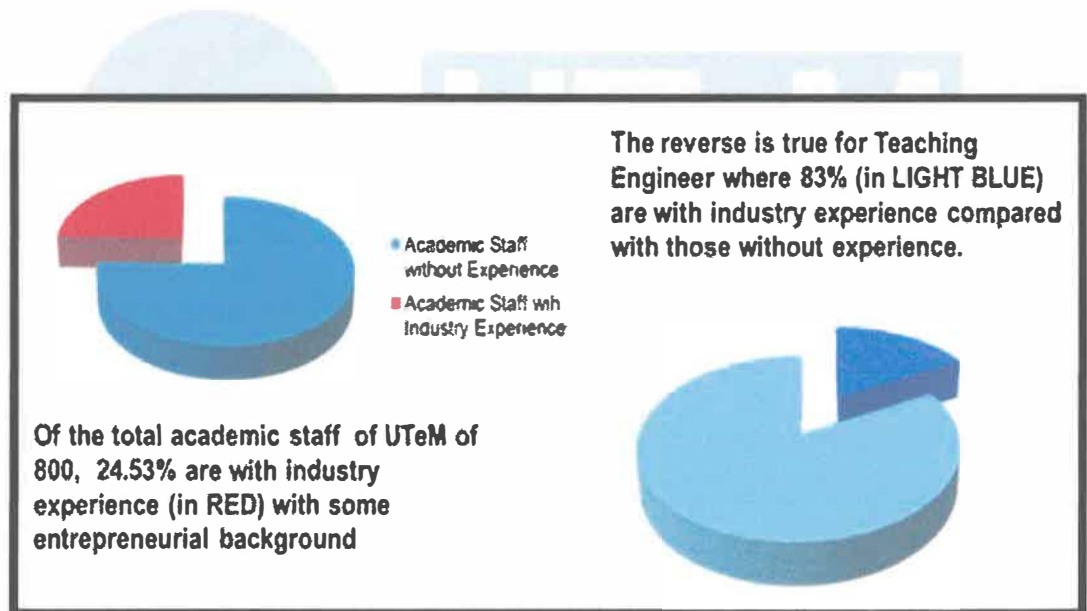


Figure 1.5 UTeM Academic Staff and Teaching Engineers with Industry Experience

1.2 Organizational Structure

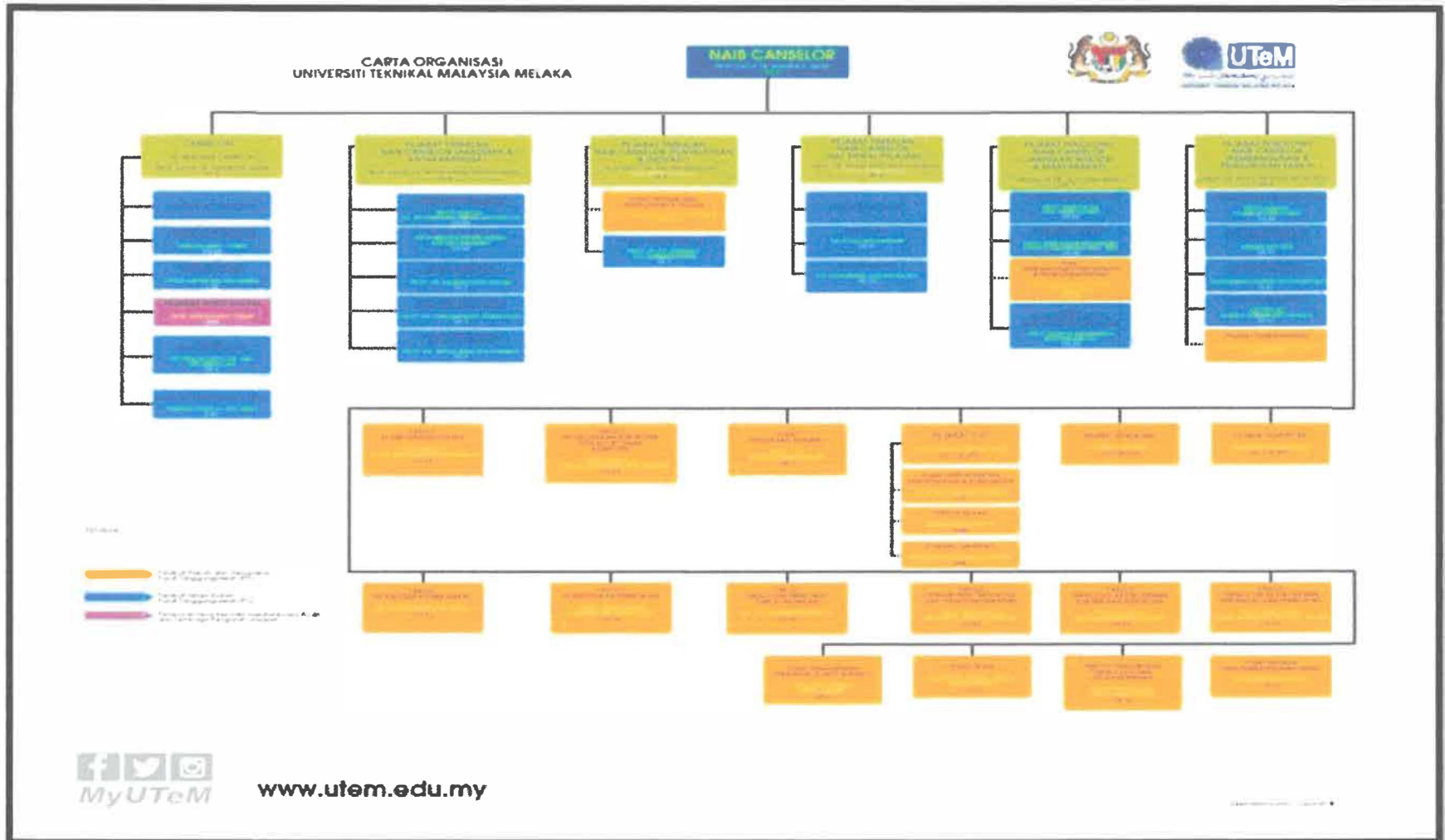


Figure 1.6 Organization Chart of Universiti Teknikal Malaysia Melaka (UTeM)

CHAPTER 2

DEPARTMENT INFORMATION

2.0 Information Structure

This chapter overviews on the background of the department information that includes objectives, mission and vision. The trainee needs to describe the details information about the department that has been taken place during the industrial training. The trainee has been placed to start her duty at Centre of Graduate Studies (PPS), one of the departments in UTeM which is the management for postgraduates' students. This department consists 14 employees including dean, deputy dean, 3 officers and 9 staffs.

2.1 Department Information



Figure 2.1 Logo of Centre for Graduate Studies

The Centre for Graduate Studies (PPS) of Universiti Teknikal Malaysia Melaka (UTeM) was established to further enhance the contributions in the area of engineering, technology and management through rigorous and dedicated academic research. The

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research activities at UTeM are geared towards the combinations of applied industrial and academic excellence.

PPS strives to provide higher degree education that is of high quality and relevant to the needs of the varied participants on the range of programmes offered. The ability to respond to participant's need is facilitated by a programme structure, which permits the maximum flexibility consistent with the maintenance of academic requirements and standards with an emphasis on close professional relationships between staff and students within the Centre. It is part of an academic community, which prides itself on an outstanding services and facilities. In the spirit of supportive fraternity, all students, regardless of creed and background, benefit from the challenges and opportunities presented by such environment.

2.1.1 Mission of PPS

To provide efficient, responsive, and effective post graduate academic services and management to fulfil client's expectations.

2.1.2 Vision of PPS

To be a centre for postgraduate studies this excels nationally and recognized globally.

2.1.3 Objectives of PPS

- To facilitate and manage the offering of the graduate programmes, which are innovative and relevant to the current and future market demands.

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- To develop and enhance the quality of the graduate programmes for recognition and meeting the accreditation requirements.
- To become a one stop and leading centre for all information that relates to the graduate study programme at this university.
- To act as the catalyst to the development of the graduate studies programme and to be responsible in promoting the graduate studies programme.
- To increase the intake of the graduate students to the ratio of at least 10% of the total number of student enrolment through intensive activities and promotion, client-friendly procedures and attractive financial aid schemes.
- To make the graduate studies programme a major channel toward the increase of research and development activities.
- To become the main choice of students through the improvement of quality, infrastructure and conducive environment in UTeM graduate studies programme with international recognition and accreditation.

2.1.4 Quality Policy

Centre for Graduate Studies (PPS) of Universiti Teknikal Malaysia Melaka is committed to provide efficient, responsive and effective postgraduate academic services and management and to fulfill client's expectation. We strive towards continuous improvement to ensure the effectiveness of quality management system.

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2.1.5 Client Charter

1. Offer letter of admission for new postgraduate students of taught course mode will be issued within seven (7) working days from the date of receipt of feedback from the faculty / institute.
2. Offer letter of admission for new postgraduate students of research mods approved by JKTSPS will be issued within seven (7) working days
3. Letter of appointment of student supervisor for research mode will be issued within fourteen (14) working days from the date of student registration.
4. The examination result for the taught course/mixed mode students will be issued within seven (7) working days after the University Senate endorsement.
5. Set the oral examination date within 2 months for a master program and 2.5 months for a doctorate program from the date of receipt of five copies of the student thesis from the faculty / institute and have obtained the approval of the examiner's appointment by JKTSPS.
6. Inform the student of the oral examination date for at least seven working days (if there is no change of date)
7. Graduation confirmation letter for student of research mode and coursework will be issued within seven (7) working days from the date of approval of the University Senate.
8. Waiting time to get counter services at Centre for Graduate Studies (PPS) is less than thirty(30)minutes.

2.2 Departmental Structure

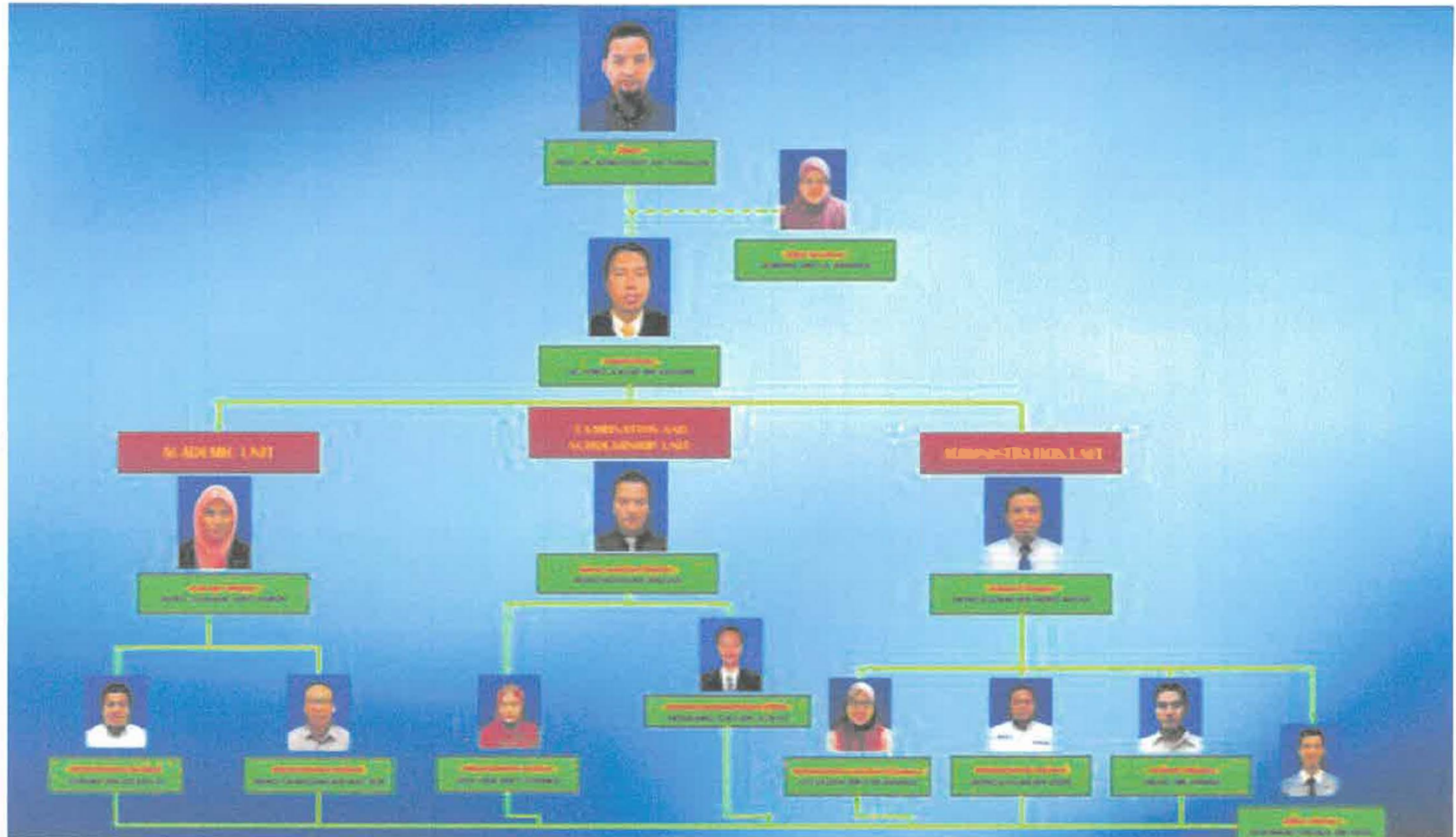


Figure 2.2 Organization Chart of Centre for Graduate Studies

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.0 Industrial Training Activities

This chapter helps to explain the summarization of jobs and tasks carried out by the trainee during 5 months periods of training in Universiti Teknikal Malaysia Melaka (UTeM). Since the trainee has been placed in the Centre of Graduate Studies (PPS), the trainee involved in so many activities that organized by PPS. So, all the daily activities from trainee during industrial trainee must be recorded in the log book and all the activities will be briefly explain in this chapter. Faculty has outlined the areas and job scope that expected to be done and achieved by trainee that undergo internship training to ensure that there will benefits and experiences gained after training completed. Among the job scope or description and tasks outlined by that trainee were capable doing are secretary, web design, banner design, administration, recordkeeping, data processing, meetings and events.

For 20 weeks of internship training at Centre of Graduate Studies (PPS), the tasks given to trainee were more focused on the matters connects to administration work, services, financial, secretary and counter services. Throughout the first half of internship in UTeM, the trainee was exposed to multiple skills that cannot be obtained during the years of studies in UiTM. The skills are gained by learning from the staffs, observations, discussions as well as try and error method. This department has taught

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trainees a lot in handling matters related to the trainee studies scope and how to deal with client of PPS.

3.1 Main Activities

3.1.1 Administrative Work

3.1.1.1 Tender

The trainee was told that a few personal computers in Centre of Postgraduate Studies have been obsolete and damaged. The supervisor had assigned the trainee to open the quotation document of tender that is purchasing a personal computer including supply, installation, testing, commissioning and maintenance for Centre of Graduate Studies (PPS). Quotation is formal statement setting out the estimated cost for the items and the brand chosen must be sufficient within budget provided by bursary office. Before the quotation submits to bursary office for approval, the trainee must check the mistakes in that quotation and make a correction before submit to the department. The quotation requires the trainee to make a research regarding the brand of the personal computer, case tower and others item.

3.1.1.2 Counter Services

The trainee was placed at the information counter at Centre of Graduate Studies (PPS) as the department does not have an extra desk for internship trainee, automatically the trainee take a role to entertain the client who came at the office. For academic industry, it obviously our client is a students from local and international country. Centre of Graduate Studies is the right place for postgraduate students to come asking any

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inconvenient issue regarding their academic matters, such registration or financial assistance. The trainee will try to assist them to solve the problem in terms of making a credit determination for their continuing semester. Centre of Graduate Studies mostly welcome by international students, so the trainee need to entertain them and communicate in English. For instance, some students seldom using *Sistem Maklumat Pascasiswazah (SMPS)* to register their subjects, they rather prefer to just pass in the details to the staff and the staff will register for them. To give an awareness regarding the efficient student portal that provided by UTeM, the trainee try to give an alternative to the students register their subject by using their own student account. The trainee guides them on how to use the portal in order to register subjects. So that in future, they will be able to register the subject by their own. The picture shown below is a view from inside the counter when postgraduate student fill up the form.



Figure 3.1 Postgraduate student fill up the form

3.1.1.3 Meeting

Meeting is an assembly of people for a particular purpose, especially for formal discussion. The trainee did attend a meeting in which it be held when PPS has a plan to

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conduct a program or any important issues to be discussed. The meeting must be attended by all staff of PPS at meeting room. Before the meeting started, the secretary was required to check for the attendance of the staff and would come together with a sufficient quorum. During the meeting, some issues that been discussed regarding the management, complaints, administration and etc. For instance, PPS had a meeting for program “Pendaftaran Pelajar Pascasiswazah” which held on 27-28 September 2018, we discussing about the flow of the program and delegate task to all staff. In order to ensure the program run smoothly we will come out with a proper planning and clear vision.

3.1.1.4 Filing

During the first week of industrial training, the trainee was assigned to do a file management process. This time around, the trainee gets the opportunity to apply the skills from what she had learned in the university into industry. UTeM has been practices the standard of ISO 9001:2015, the department should manage the files by followed the proper procedures. The filing process taken place at file room, there are tons of students files to be managed. All the files must be arranged according to student’s faculty. The trainee starts the process by separating active, semi-active and inactive files. As for active and semi-active files, it should be kept at registry office instead of file room as it easier for the staff to retrieve it anytime. After that, the trainee makes sure any misplaced documents or letters need to be inserted into the right file. The trainee also has to record every closed file in Microsoft Excel, print it out and stick it on the shelves. It will make it easy for the staff to access files in the future. Last but not least, the files that has exceed retention schedule have to be put in the box before it is send to the archive. This file should be disposed to make sure the file room was well organized and had spaced to install new files.



Figure 3.2 The process of key in data the file into Microsoft Excel



Figure 3.3 Process of file arrangement



Figure 3.4 After filing process

3.1.1.5 Recordkeeping

This task is likely a routine for the trainee that was assigned by the staff to manage viva student files. The trainee needs to arrange the letter according to latest date. After that, the trainee inserts the documents into the file and makes a proper label for each file. Besides that, the trainee also learned on how to manage Zamalah scholarship form. The students who applied for the scholarship must follow the requirement to get the benefits.

The trainee required to check the form has completely filled up. The applicant and the guarantor must understand the terms and condition of the agreement submit it to the office.



Figure 3.5 File of viva presentation



Figure 3.6 Zamalah Scholarship Form

3.1.1.6 Secretary Work

The trainee was assigned to assist the secretary task. The trainee needs to replace office secretary for a few times if the office secretary is on leave. Through this activity, the trainee can gain her experience in customer service field or other related field in the industry. The trainee learned on how to answer phone calls in a proper way as well as

answer the customer's question very well. Other than that, the trainee has to manage dean's schedule such meeting, classes and appointments. The trainee must take note and alert for the activities so that the trainee can remind the dean on the activities. The experience as a secretary makes the trainee better understand and know how to manage affairs of an official in the government office.



Figure 3.7 Telephone of office secretary

3.1.1.7 Clerical work

It is a normal situation when joining the administration department, the trainee must experienced doing clerical work in the office. Sometime the trainee will be requested by staff to make photocopies of admission letter, financial documents, minutes of meeting etc. The trainee was taught on how to use the photocopy machine such scanning, printing and photocopying beforehand. Besides, the trainee needs to stamps the letter. According to PPS staff, admission letter must be stamp on the receiver name to indicate that to whom the letter is delivered to. Other than that, the trainee needs to key-in some of the letter in and out from the office.

3.1.1.8 Counting Stock

Trainee had been asked by the financial assistant to update on office stationeries that going to be used in the organization throughout the year of 2018. Through the process, financial assistant allowed the trainee to understand better in classifying the stationeries. If there is any insufficient stock, there should be update to the store and inventory department. The trainee is allowed to make an update and request through system.

Apart from that, the trainee also assigned to do comparison of price supply stationeries to the department. Trainee need to list all the stationeries required in the Microsoft excel with the details price. It is easy to make a comparison and select the most lowest and reasonable price to supply stationeries.



Figure 3.8 Counting Stock

3.1.1.9 Travel Allowance

The trainee was assigned to do task of travel allowance. The trainee learned on how to make a travel allowance for viva-voce panel. Some of the panels are coming from outside of Melaka state to attend the viva presentation as an examiner. This task taught the trainee on

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how to find the route and make a calculation for the journey including tolls and petrol expenditure.

3.1.1.10 Photostat

The trainee also was responsible to make photocopies if she get a request from a staff in PPS. There have a plenty copies of documents such as admission letters, correspondences, receipt, minutes of meeting, etc. Before the trainee end the training, the trainee was teach a new internship student on how to use a Photostat machine, how to zoom in or zoom out the copies and how to make two (2) sides of copies.

3.1.2 Multimedia

3.1.2.1 Web banner design

Electronic publishing or also known as desktop publishing which is about the technique of creating and designing materials in a digital workspace. In other words, electronic publishing is a medium to share the information with others. Besides, electronic publishing can be create in many forms such as CD-ROMs, online advertisement, electronic book (e-Book), banner, etc. Basically, the trainees in this field have the skills in designing electronic publishing. The trainee was assigned to design a banner for viva-voce session. When the schedule of viva-voce has been out the trainee required to design web banner by including important details such student name, faculty, date, time and venue. The trainee prefers to use Adobe Photoshop and Adobe Illustrator for the design. Then, the banner will be display at PPS UTeM website. This purposely to alert the student as their turn for presentation has near the date.



Figure 3.9 Web banner of registration day

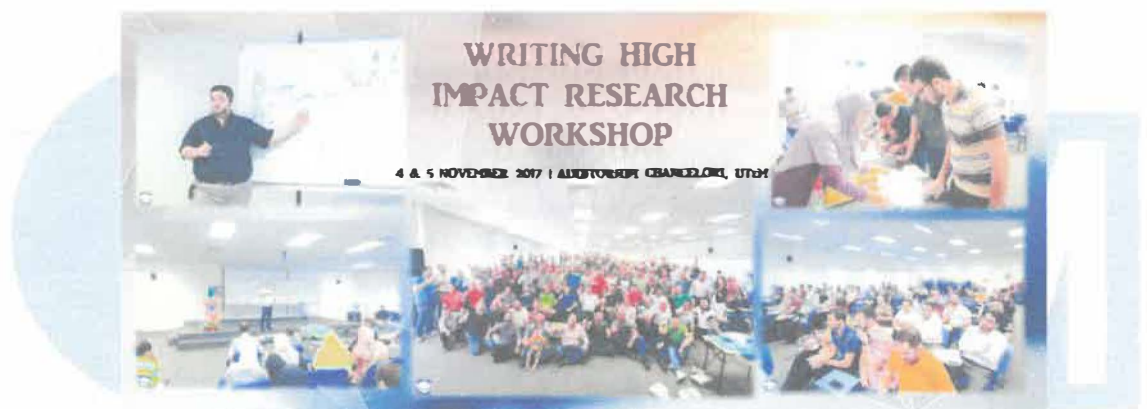


Figure 3.10 Web banner of postgraduate activities

ORAL EXAMINATION VIVA-VOCE

NURUL HATIQA BINTI HARUN
FACULTY OF MANUFACTURING ENGINEERING

DATE : 24 September 2018 (Monday)

TIME : 9.00 am

VENUE : Viva Room (Ground Floor) , Centre of Graduate Studies, UTeM

Figure 3.11 Web banner of viva voce presentation

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3.1.2.2 Flyers Design

The trainee also been assigned to do a design for flyers. The flyers consists programmes that available in the faculty, and the fees for every programmes. The flyers are used to make a promotion before the new intake start on February 2019.



Figure 3.12 Flyers of postgraduate programmes at Universiti Teknikal Malaysia Melaka

3.1.2.3 Video Editing

Other than that, the trainee got an opportunity to make a video for *UTeM Postgraduate Society (Upgrade)*. The video is about history establishment of the society from '*Kelab Pascasiswazah*' changed to *Upgrade*. The content acknowledges the president of the club and all the team members. It also consist the future planning such activities to encourage student to participate into the society. The duration of this video is 3.02 mins long.

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3.1.2.4 Postgraduate Prospectus

Recently, the supervisor asked the trainee to help him make a new prospectus as the information in the current prospectus already outdated. There is a few information need to be update and do some changes in terms of design. However, the design part will be passing to computer centre office. The trainee just needs to provide new information so that they can make the design later. The prospectus must be filled with new information such as entry requirement, fees and funding, financial assistance and all the programmes available in UTeM for every faculty as well as list of academic staff. Anyhow, the supervisor assists the trainee a lot in finishing this task. Some discussions were made to ensure the prospectus can be done quickly and precisely.

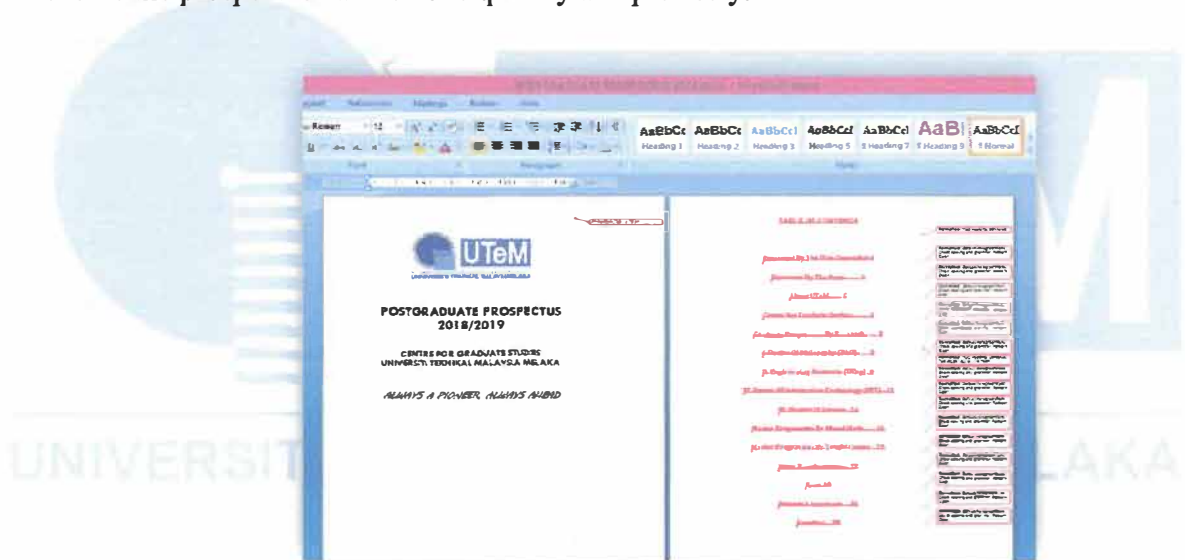


Figure 3.13 Postgraduate Prospectus

3.1.3 Programs & Events

3.1.3.1 Postgraduate Registration Day

The trainee also has been assigned by the supervisor to participate in the event that organized by the department. Postgraduate Registration day is a day which the new postgraduate students who have received their admission letter and proceed to register

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their studies in UTeM. All the departments such bursary, faculty representative, international office are centred in one place so the postgraduate students no need to go the other buildings to make the registration completed. Gather all the department in one place can make the programs run smoothly. The trainee assists 'Kelab Pascasiswazah (KEPs)' to collecting data of the new students and promotes them to join the KEPs facebook. All the information or events will be announced in the official facebook. Besides that, the trainee assists in checking the undertaking letter to ensure the letter had completely filled up by the student. Also, the trainee was assigned to give a goodies to the postgraduate student that provided by department.



Figure 3.14 Registration Day for new students

3.1.3.2 Postgraduate Convocation Day

Universiti Teknikal Malaysia Melaka (UTeM) has held their convocation ceremony on November 2018. Before the ceremony start the trainee has been assigned to open booth for Centre for Graduate Studies. The officer asked the trainee to be prepared in the office for returning convocation robe and collecting scrolls and transcripts for students, the Centre of Graduate Studies (PPS) is the centre for postgraduate student to return their convocation robe. PPS need to manage the returning process within three days

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only. If the student failed to do so within the time given, they need to return it at Academic Affairs Department and will be charged for late return. The trainee can only give the transcripts and scroll to graduated students once the convocation robe has been returned and the outstanding payment has settled.



Figure 3.15 Students collecting scrolls and transcript

3.3 Special Project

3.3.1 Website Maintenance

Target User of the website

The website is developed to provide information needed regarding academic affairs of postgraduate students in UTeM. The website attracts current and new postgraduate student to know the procedures of their studies and any related to their academic purposes. They are allowed to walk in to the office however with this website they just can view from their own personal computer without walk in to the office to ask anything. Besides, UTeM students has a lot of foreign students with this website they can find the information from their country.

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Figure 3.16 Interface of website

Contents of the website

Center for Graduate Studies website consist of administrative and management matter. Firstly, the website contains overview of the department, vision, mission and function of the Centre for Graduate Studies etc. The website shows the people who responsible to manage their registration and completion study. It also consist the person in charge to every job scope, so the student can find the right person to deal with. Secondly, postgraduate student can find the information regarding admission requirement at student menu. Student can click at student menu and find their answer there. The link of Centre for Graduate Studies at <http://pps.utem.edu.my/>

Resize web banner and pictures

From the interface, it has a slide web banner. Some of the web banner uploaded is not in the right size. The trainee was responsible to check the error and try to resize the banner compact to the border size to make it look more structured. Moreover, the trainee also needs to resize every picture in the website.

Resize fonts and tables

During the first week of industrial training, the first thing supervisor asks is to assist him resize the font and tables in the website because some of the fonts were not standardized. The trainee was required to explore Joomla and use html language to be able to resize the tables and fonts. The trainee decided to use font Arial, size 10 as a standard font for the content in the website. It is neither too big nor too small to read.

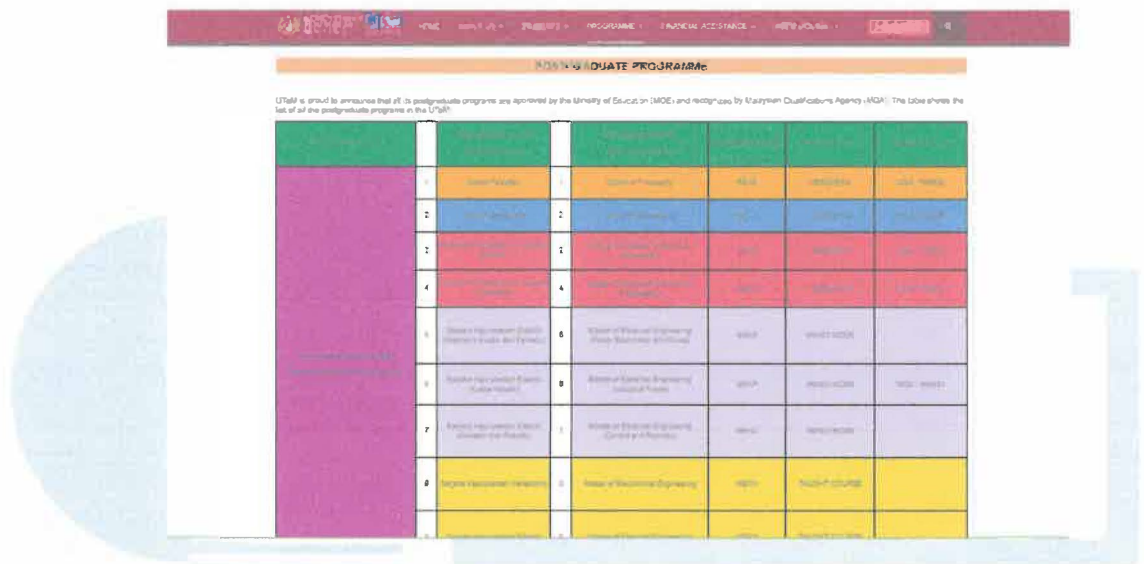


Figure 3.17 Examples of resized tables

Add, Update and Delete Contents

Next, a trainee got an experienced where she needs to add, update and delete the some contents in the PPS UTeM website. Sometimes, the supervisor ask the trainee to give a suggestion what need to be add in the website that can help postgraduate student get the information easily. The trainee tries to audit the website and make additional information if necessary. The trainee will get the permission and discuss with the supervisor first before adding the contents. If the contents are suitable for target user then the contents will be add to the website. The trainee was allowed to updates the information when she think it does not relevant anymore. Industrial supervisor, Dr.

Centre of Graduate Studies, UTeM

Hyreil will hand in the new information to update such as new programmes in the faculty or academic calendar. If the trainee found the content is outdated, she will search for the new information to update. It is to provide the postgraduate student the new and latest information.

Beside update, a trainee also needs to delete some irrelevant information in the website. For example, the trainee was asked to delete thesis guideline because the guideline is outdated.

Re-design pages

Next, the trainee was assigned to re-design some pages which the information structure quite confusing for postgraduate student to understand. For example, the download page was mixed all the forms in one page. The trainee has re-designed the download page that got mixed all the forms before. It happens when the trainee received a request from postgraduate student to separate the forms by categories because they cannot find the right form to download. The download page has been separated by category which includes Academic forms, Thesis form, Zamalah forms, Financial forms, Graduation forms and ISO forms. The trainee creates a new page for each category, after that she inserts the form by following category and rename with bilingual for every forms. It is finally ease the student to find their forms.

Create Sitemap

Sitemap allows site visitors to easily navigate a website. It is a bulleted outline text version of the site navigation. The anchor text displayed in the outline is linked to the

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page it references. Site visitors can go to the Sitemap to locate a topic they are unable to find by searching the site or navigating through the site menus. The trainee had proposes to the supervisor to make a sitemap for the website in order to make it easier for the student click directly to the site.

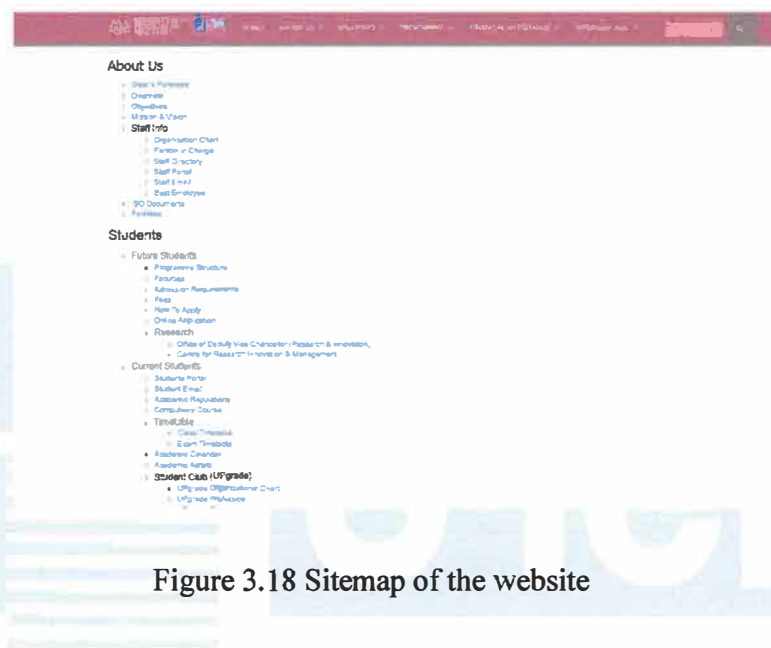


Figure 3.18 Sitemap of the website

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

CHAPTER 4

CONCLUSION

4.0 Conclusion

Industrial training is the best platform for university students to gain more knowledge and experience from industrial field. Students also can apply their theoretical knowledge they get from classes into industrial training. A lot of new information and experience was gained in 5 months periods of industrial training. Industrial training exposed students to a real-working environment, this gives students be more confident in facing the challenges and manage their work appropriately.

The knowledge and experience gained during industrial training may help students to apply it in the future. This also helps students understand more about task and project given by supervisor. Besides, students are able to gain the practical skills and knowledge through informal learning in organization. Through this industrial training, the trainee would be understood on how the real industry was work.

Moreover, industrial training is the major contribution to produce and develop a quality student in technical field. It also can help the trainee to make an improvement in terms of skills such as communication skills, abilities to work under-stress skills, decision making skills, time management skills, and self-esteem skills. They also can develop creativity through practical environment.

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

4.1.1 Application of Knowledge

During industrial training, the trainee has applied a lot of knowledge that she was learnt during her diploma and degree. From the theory lesson during study, the trainee can applied those knowledge into practical task. So, the trainee can use a short time to complete the task from a supervisor, PPS staff and other employees in UTeM.

a) Communication Skills for Information Professionals (IMD121)

Firstly, the trainee has been applied the knowledge from the subject Communication Skills for Information Professionals (IMD121). This subject was learnt during diploma in semester two (2). The trainee has been used this knowledge when she need to communicate with various level people in UTeM such as top management, supervisor, foreign and local students, and staffs. The trainee not only used Bahasa Malaysia to communicate, she also used English or Arabic language to communicate with foreign student. For Example, when the postgraduate come ask for acknowledgement letter, the trainee tells that students need to fill up the form first before they can get acknowledgement letter.

b) Electronic Publishing (IMD214)

Secondly, for the subject Electronic Publishing (IMD214) in semester three (3) the trainee has used her skill in designing to design the banner, flyers and montage video during her industrial training. The trainee can use the Adobe Photoshop and Adobe Illustrator to complete the design.

4.2 Personal thoughts and opinion

Based on the trainee personal thought industrial training very needed to the last semester students. It is because through industrial training the trainee can develop and make an improvement to her future profession. Besides, industrial training also can introduce the real world of working in the industry before the trainee end of her study. So, for sure the trainee will be more ready to face the challenges and obstacles when she was enter the industry later.

During industrial training the trainee feels the UTeM was provides a lot of opportunities and too supportive to each other. The work environment is very helpful and the staff very friendly. The trainee gets the opportunity to build networking through this training. The real purpose for the trainee complete the industrial training is to gain knowledge, improve the skills and gain more experience in the industry. So, by choosing Universiti Teknikal Malaysia Melaka (UTeM), there has been achieved the trainee purpose.

4.3 Skills Gained

Communication Skills

The trainee has improved a lot in her communication skills as the trainee take roles at the counter service. In which it is requires most of the time for trainee to entertain postgraduate students from local and international student in English.

Self-Management

Getting to know what is like to work in the real industry has taught the trainee how to conduct herself properly in a job environment. The trainee able to improve time

Centre of Graduate Studies, UTeM

management, to be more punctual in every situation. The trainee also can control herself when deal with customers. Other than that, the trainee practice on how to wear appropriate attire at the government office to work and appearance well.

Self-Motivation

During industrial training in PPS, the trainee was improved her self-motivation skill from time-to-time. This is because in PPS every monday and friday before they start doing daily task, all the employees need to gather in the meeting room to recite doa and listen to short talk and advice. From this activity, the trainee was realized about human flaws so she takes it as a motivation to become a better worker. Besides, most of the program in PPS will come out with the positive vibes to their employees, participators, and everyone. The trainee gained a lot of knowledge that very related to scope of study is Project Management. Firstly, the trainee learned on how to manage files in the administration of government departments. The trainee learned

4.4 Limitation

During the industrial training, there are some limitations which need to know which these can be improved in the future. The limitation for the trainee is less expose to the field of study. Since the department the trainee enters is administration department, the task given more focus on management work rather than IT tasks. However, the trainee can gained a new knowledge and work environment in different field of study. Other than that, the trainee is lack understanding of the department scope before start doing the tasks. The trainee cannot adapt the environment at the first time, after a few days she got to adapt with the environment by getting help from all the friendly staffs.

4.5 Recommendation

There are some recommendation of the limitation occurs in the industry. As an action taken to solve the problems which are for future student that will take this program, when entering the department where not related to the field of study the trainee can explore it by their own self. They can to go IT department to ask and share something about they have learned. Other than that, the trainee must be prepare before entering any kind of department even that is not her field of study. Try to adapt with the environment and any situation. The trainee should study about the background and job scope of the department to avoid any circumstances and misunderstanding. Keep asking if the trainee don not understand about the task assigned. The trainee must ensure that five months of industrial training is worth it for gaining knowledge as much as possible as well as get a better reflection in the future. Overall, the management system at Universiti Teknikal Malaysia Melaka is systematic, but still can be improved. The trainee recommends the future student to undergo their industrial training in Universiti Teknikal Malaysia Melaka because they can learned and got view from the other side on how academic industry manage their business successfully.

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REFERENCES

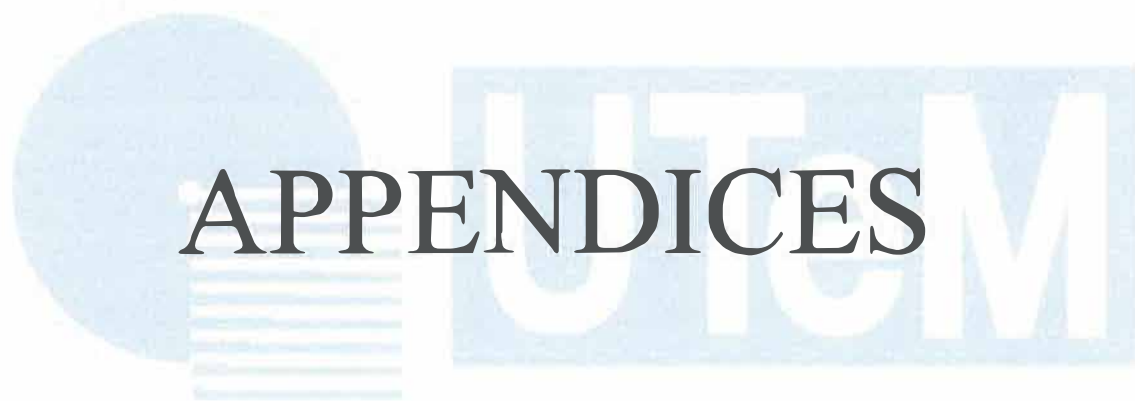
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UNIVERSITI TEKNIKAL MALAYSIA MELAKA



APPENDICES

UNIVERSITI TEKNIKAL MALAYSIA MELAKA

INDUSTRIAL TRAINING STUDENT'S CHECKLIST

Student's Name : AFFAH ZULAIKHA BT RAZI
Student's Id : 2016552378
Unit / Department : PUKAT PENGAJIAN INSWAJAH UTM
Organization : UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)
Semester : September 2018 – January 2019

NO.	DESCRIPTION	APPENDICES IN REPORT	TICK (✓)	DATE
1.	Receive, read and understand the documents;			
	1. Industrial Training Handbook			
	2. IMC690 Assessment			
	3. Definition of Special Project (IM225/245 Only)			
	4. Insurance Letter (UiTM)			
	5. Industrial Training Report Overall Contents			
	6. Cover & Title Page Guideline			
	7. Declaration Guideline			
2.	Receive, read and understand the rubrics;			
	1. Rubric – Industrial Evaluation			
	2. Rubric - Individual Presentation			
	3. Rubric - Industrial Training Report (Overall)			
3.	4. Rubric - Industrial Training Report (Reflection Assessment)			
	3. Receive, read and understand all the forms			
4.	Report duty to organization and submit report duty form to the Industrial Training Coordinator ('Borang Report Duty') within the first week of internship Email : nurul1217@kelantan.uitm.edu.my OR Fax : 09-9762156 – HEA (please put a note : "U.P : Puan Nurulannisa Binti Abdullah")		✓	
5.	Understand that students are NOT ALLOWED to take any leave during internship, unless for emergency leave / MC / special case (not more than 6 days in 5 months); or else the internship status is automatically FAIL . Get the permission from Organizational Supervisor before taking any leave. **Any extra leave provided by organization is not counted under this clause. Organization may provide extra leave / benefits to students, if necessary**	YES (MC / Letter)	✓	
6.	Understand that NO semester break during internship.		✓	

7.	Understand that public holidays/special leaves/weekend are different between states; follow current state during internship / organization's policy. (put remark in the logbook)		✓	
8.	Record every attendance in the form ('Borang Kedatangan Latihan Industri') or use any method provided by organization (thumbprint or punch card).	YES (Copy of attendance)	✓	
9.	Record every task given in the logbook every day. Ask the Organizational Supervisor to sign/verify on daily OR weekly OR monthly basis.	YES (Copy of logbook entries)	✓	
10.	Fill up Organizational Supervisor's details ('Template Maklumat Penyelia') and submit to the Industrial Training Coordinator once the supervisor has been assigned. (**You may include the topic for Special Project, if you already have it**) Email : nurul1217@kelantan.uitm.edu.my		✓	
11.	Discuss with Organizational Supervisor regarding Special Project (must be ISM OR IM related tasks).		✓	
12.	Plan and strategize all the tasks given during internship (discuss with the Organizational Supervisor regarding duration for the tasks, especially Special Project). You may use the planner ('Jadual Perancangan Latihan Industri') OR make your own custom planner using MS Office / MS Project OR use the planner provided by the organization (if any).	YES	✓	
13.	Consult with your Faculty Supervisor regarding the tasks (especially Special Project) at least 4 TIMES, via face-to-face OR email OR phone calls OR any types of communication medium, which necessary.		✓	
14.	Hand over the industrial evaluation form (Rubric – Industrial Evaluation) to the Organizational Supervisor (softcopy or hardcopy, any way preferable by the supervisor). The Organizational Supervisor will make an evaluation on the student's performance.		✓	
15.	PAY your fees Refer Academic Calendar for the date.		✓	
16.	REGISTER for IMC690 (Industrial Training) course– Refer Academic Calendar for the date.		✓	
17.	VALIDATE for IMC690 (Industrial Training) course.– Refer Academic Calendar for the date.		✓	
18.	Update your MUET status to the HEA (to those who not yet submitted the result/status).		X	
19.	Have a visit from the Visiting Supervisor (from nearest campus / faculty) during internship. Prepare the evaluation form ('Borang Penilaian Visiting Supervisor'). Students may discuss or seek		✓	

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

NOTES :

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



FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA (UiTM)
KELANTAN BRANCH

REPORT DUTY DECLARATION FORM

(Semester 7)

To : Puan Nurulannisa Binti Abdullah
Industrial Training Coordinator IM245 – UiTM Kelantan

Name : AIFFAH ZULAIKHA BT PAZIN

UiTM ID : 2016352373

Program Code : IM 245

H/P No : 011 36661393

I hereby, confirmed and report my duty to UNIVERSITI TEKNIKAL MALAYSIA MELAKA (organization).

Date: 1 August 2018

Student Signature

[Handwritten Signature]

Verified by,

Signature

[Handwritten Signature]

Name

HYREIL ANUAR B KASDIRIN

Designation

SENIOR LECTURER.

Official Stamp

DR. HYREIL ANUAR B KASDIRIN
Timbalan Dekan
Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka

Aiffah Zulaikha Binti Razin
B06-02 Kompleks Perumahan IPD Melaka Tengah,
Krubong, 75250 Melaka, Melaka.

Prof. Dr. Zulkifilie Bin Ibrahim,
Pusat Pengajian Siswazah,
Universiti Teknikal Malaysia Melaka,
Hang Tuah Jaya, 76100 Durian Tunggal,
Melaka.

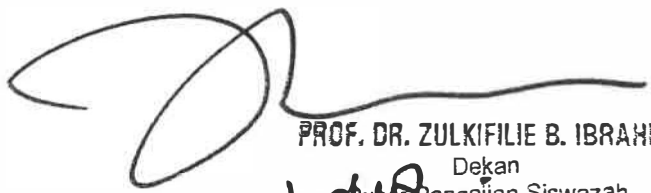
25 Oktober 2018

Diluluskan

Tuan,

MEMOHON CUTI SELAMA 2 HARI

Merujuk kepada perkara diatas.


PROF. DR. ZULKIFILIE B. IBRAHIM
Dekan
Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka
25/10/18

2. Dengan ini saya , Aiffah Zulaikha Binti Razin ingin memohon cuti selama 2 hari iaitu pada 2 November 2018 (Jumaat) dan 5 November 2018 (Isnin).
3. Tujuan saya memohon cuti adalah kerana ingin pulang ke kampung atas urusan keluarga di Mersing, Johor.
4. Sehubungan dengan itu, saya berharap agar pihak tuan dapat mempertimbangkan dan meluluskan cuti saya. Keprihatinan pihak tuan amatlah saya hargai dengan ribuan terima kasih.

Sekian, Terima Kasih.

Yang Benar,




(Aiffah Zulaikha Binti Razin)

Pelajar Praktikal

Aiffah Zulaikha Binti Razin
B06-02 Kompleks Perumahan IPD Melaka Tengah,
Krubong, 75250 Melaka, Melaka.

Dr. Hyreil Anuar Bin Kasdirin,
Pusat Pengajian Siswazah,
Universiti Teknikal Malaysia Melaka,
Hang Tuah Jaya 76100 Durian Tunggal,
Melaka.

25 Oktober 2018

bersokong

DR. HYREIL ANUAR B. KASDIRIN
Timbalan Dekan
Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka

Tuan,

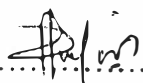
MEMOHON CUTI SELAMA 2 HARI

Merujuk kepada perkara diatas.

2. Dengan ini saya , Aiffah Zulaikha Binti Razin ingin memohon cuti selama 2 hari iaitu pada 2 November 2018 (Jumaat) dan 5 November 2018 (Isnin).
3. Tujuan saya memohon cuti adalah kerana ingin pulang ke kampung atas urusan keluarga di Mersing, Johor.
4. Sehubungan dengan itu, saya berharap agar pihak tuan dapat mempertimbangkan dan meluluskan cuti saya. Keprihatinan pihak tuan amatlah saya hargai dengan ribuan terima kasih.

Sekian, Terima Kasih.

Yang Benar,


.....

(Aiffah Zulaikha Binti Razin)

Pelajar Praktikal

Aiffah Zulaikha Binti Razin
B06-02 Kompleks Perumahan IPD Melaka Tengah,
Krubong, 75250 Melaka, Melaka.

Prof. Dr. Noreffendy Bin Tamaldin,
Pusat Pengajian Siswazah,
Universiti Teknikal Malaysia Melaka,
Hang Tuah Jaya, 76100 Durian Tunggal,
Melaka.

6 Disember 2018

Tiada khalaf
Di luluskan

Tuan,

MEMOHON CUTI SELAMA 2 HARI

Merujuk kepada perkara diatas.

2. Dengan ini saya , Aiffah Zulaikha Binti Razin ingin memohon cuti selama 2 hari iaitu pada 14 Disember 2018 (Jumaat) dan 17 Disember 2018 (Isnin).
3. Tujuan saya memohon cuti adalah kerana ingin menghantar ahli keluarga mengerjakan umrah dan beberapa perkara peribadi perlu di selesaikan.
4. Sehubungan dengan itu, saya berharap agar pihak tuan dapat mempertimbangkan dan meluluskan cuti saya. Keprihatinan pihak tuan amatlah saya hargai dengan jutaan terima kasih.


Sekian, Terima Kasih.

Yang Benar,

.....


(Aiffah Zulaikha Binti Razin)

Pelajar Latihan Industri


Prof. DR. NOREFFENDY BIN TAMALDIN Dec 10, 2018
Dekan
Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka



PUSAT PENGAJIAN SISWAZAH

Tel : +606 270 2791 | Faks : +606 270 1051

Rujukan Kami (Our Ref) : **UTeM.29.02/600-1/3/3 Jld 27 (114)**
Rujukan Tuan (Your Ref):
Tarikh (Date): *2 Muharram 1440H*
12 September 2018

Encik Mohd Nizam bin Mazlan
Encik Mohd Adznan bin Mohd Nayan
Puan Nurul Syuhada' binti Haron
Encik Muhamad Fuad bin Jaafar
Puan Norerni binti A. Rahman
Encik Fadhil bin Ahmad
Encik Mohd Fahmezzam bin Mat Noh
Encik Zuraimi bin Zolkaflee
Encik Mohd Safuan bin Bidin
Puan Osfa Irda binti Othman
Encik Mohd Firdaus bin Mazli
Cik Aiffah Zulaikha binti Razin



Tuan/Puan,

PENDAFTARAN BAGI PELAJAR BAHARU INDONESIA (PNJ) BAGI SEMESTER I SESI 2018/2019

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa Pusat Pengajian Siswazah akan mengadakan pendaftaran pelajar baharu Indonesia, Politeknik Negeri Jakarta (PNJ) bagi Semester I Sesi 2018/2019 pada ketetapan seperti berikut:

Tarikh : 20 September 2018 (Khamis)
Masa : 8.30 pagi hingga 1.00 petang
Tempat : Makmal Komputer, Aras 2,
Pusat Pengajian Siswazah

3. Sehubungan dengan itu, tuan/ puan dilantik sebagai petugas pada hari pendaftaran tersebut agar berjalan dengan lancar. Bersama ini juga dilampirkan senarai pengagihan tugas semasa pendaftaran tersebut.

Kerjasama yang diberikan oleh tuan/ puan didalam perkara ini diucapkan terima kasih.



PUSAT PENGAJIAN SISWAZAH

Tel : +606 270 2791 | Faks : +606 270 1051

Rujukan Kami (Our Ref) : **UTeM 29.02/600-4/2/2 Jld. 19 (226)**

Rujukan Tuan (Your Ref) :

Tarikh (Date): *6 Zulkaedah 1439H*

19 Julai 2018

Prof. Dr. Suhaidi bin Hassan
InterNetWorks Research Laboratory
School of Computing
Universiti Utara Malaysia
06010 UUM Sintok, Kedah

Y.Bhg.Prof. / Prof. Madya / Dr,

PEMERIKSAAN SEMULA TESIS (RE-VIVA)

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Panel Peperiksaan Lisan pada 6 September 2016 telah mencadangkan supaya pelajar di bawah membuat penyerahan semula tesis. Sehubungan dengan itu, pelajar telah menulis semula tesis dan menyerahkan semula tesis tersebut untuk dinilai semula oleh Y.Bhg.Prof. / Prof. Madya / Dr. sebagai Pemeriksa Luar. Butiran pelajar adalah seperti berikut :

Nama Calon	:	Isra Ibraheem Sadiq
Program	:	Doktor Falsafah
Tajuk Tesis	:	<i>Identification Key Scheme To Enhance Network Performance In Wireless Body Area Network</i>
Fakulti	:	Teknologi Maklumat Dan Komunikasi

3. Tanggungjawab sebagai Pemeriksa Luar adalah seperti berikut :

- Melengkapkan **Borang Laporan Pemeriksa Tesis (UTeM 29/1/16)** dan mengembalikan semula kepada PPS dalam tempoh **tidak melebihi enam (6) minggu** dari tarikh penerimaan surat ini.
- Menghadiri Peperiksaan Lisan Semula (Re-VIVA).
- Menyerahkan semula salinan tesis asal dan terkini untuk simpanan rekod PPS selepas Peperiksaan Lisan Semula (Re-VIVA).

4. Peperiksaan Lisan Semula pelajar ini akan diadakan seperti butiran berikut :

Tarikh	:	20 Ogos 2018 (Isnin)
Masa	:	2.30 Petang
Tempat	:	Bilik VIVA, Aras Bawah, Pusat Pengajian Siswazah Universiti Teknikal Malaysia Melaka (UTeM)

Sebarang perubahan berkenaan tarikh Re-VIVA ini (sekiranya ada) akan dimaklumkan dari masa ke masa.



PUSAT PENGAJIAN SISWAZAH

Tel : +606 270 2791 | Faks : +606 270 1051

Rujukan Kami (Our Ref) : **UTeM 29.02/600-4/2/2 Jld. 19 (215)**
Rujukan Tuan (Your Ref) :
Tarikh (Date): **6 Zulkaedah 1439H**
19 Julai 2018

Prof. Madya Dr. Mohd Faizal bin Abdollah
Fakulti Teknologi Maklumat dan Komunikasi

Melalui dan salinan
Dekan, Fakulti Teknologi Maklumat dan Komunikasi

Y. Bhg. Prof. / Prof. Madya / Dr

PEMERIKSAAN SEMULA TESIS (RE-VIVA)

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa Panel Peperiksaan Lisan pada 25 November 2016 telah mencadangkan supaya pelajar di bawah membuat penyerahan semula tesis. Sehubungan dengan itu, pelajar telah menulis semula tesis dan menyerahkan semula tesis tersebut untuk dinilai semula oleh Y.Bhg.Prof. / Prof. Madya / Dr. sebagai **Pemeriksa Dalam**. Butiran pelajar adalah seperti berikut :

Nama Calon : **Isra Ibraheem Sadiq**
Program : **Doktor Falsafah**
Tajuk Tesis : **Identification Key Scheme To Enhance Network Performance In Wireless Body Area Network**
Fakulti : **Teknologi Maklumat Dan Komunikasi**

3. Tanggungjawab sebagai Pemeriksa Dalam adalah seperti berikut :

- i. Melengkapkan **Borang Laporan Pemeriksa Tesis (UTeM 29/1/16)** dan mengembalikan semula kepada PPS dalam tempoh **tidak melebihi enam (6) minggu** dari tarikh penerimaan surat ini.
- ii. Menghadiri Peperiksaan Lisan Semula (Re-VIVA).
- iii. Menyerahkan semula salinan tesis asal dan terkini untuk simpanan rekod PPS selepas Peperiksaan Lisan Semula (Re-VIVA).

4. Peperiksaan Lisan Semula pelajar ini akan diadakan seperti butiran berikut :

Tarikh : **20 Ogos 2018 (Isnin)**
Masa : **2.30 Petang**
Tempat : **Bilik VIVA, Aras Bawah, Pusat Pengajian Siswazah
Universiti Teknikal Malaysia Melaka (UTeM)**

Sebarang perubahan berkenaan tarikh VIVA ini (sekiranya ada) akan dimaklumkan dari masa ke masa.

FAKTA PEMERIKSAAN BANTALAN
 Laporan pemeriksaan bantal, pengisian, dan perawatan
 bantal yang dilakukan oleh petugas kesehatan
 di rumah sakit pada tanggal 20/11/2018



AS KUDA KUDA LAMARAN LAMARAN INDUSTRI

Tempat pemeriksaan: ...
 Tanggal pemeriksaan: ...
 Nama pemeriksaan: ...
 Nama dokter: ...
 Nama periksa: ...
 Nama pengisi: ...
 Nama pengisi: ...

No	Tempat Pemeriksaan	Waktu Pemeriksaan	Waktu Pengisian	Waktu Perawatan	Waktu Total
1
2
3
4
5
6
7
8
9
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11
12
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Tempat pemeriksaan: ...
 Tanggal pemeriksaan: ...
 Nama pemeriksaan: ...
 Nama dokter: ...
 Nama periksa: ...
 Nama pengisi: ...
 Nama pengisi: ...

REKORD KEBALANGAN LATIHAN INDUSTRI

Nama : _____
 No. Absen : _____
 Jurusan : _____
 Nama Dosen Pembimbing : _____
 Nama Asisten Dosen : _____
 Nama Asisten Praktikum : _____
 Nama Asisten Laboratorium : _____

Tanggal	Masuk	Mulai Kerja	Pengeluaran
11/10/2018	07.00	08.00	09.00
12/10/2018	07.00	08.00	09.00
13/10/2018	07.00	08.00	09.00
14/10/2018	07.00	08.00	09.00
15/10/2018	07.00	08.00	09.00
16/10/2018	07.00	08.00	09.00
17/10/2018	07.00	08.00	09.00
18/10/2018	07.00	08.00	09.00
19/10/2018	07.00	08.00	09.00
20/10/2018	07.00	08.00	09.00
21/10/2018	07.00	08.00	09.00
22/10/2018	07.00	08.00	09.00
23/10/2018	07.00	08.00	09.00
24/10/2018	07.00	08.00	09.00
25/10/2018	07.00	08.00	09.00
26/10/2018	07.00	08.00	09.00
27/10/2018	07.00	08.00	09.00
28/10/2018	07.00	08.00	09.00
29/10/2018	07.00	08.00	09.00
30/10/2018	07.00	08.00	09.00
31/10/2018	07.00	08.00	09.00
01/11/2018	07.00	08.00	09.00
02/11/2018	07.00	08.00	09.00
03/11/2018	07.00	08.00	09.00
04/11/2018	07.00	08.00	09.00
05/11/2018	07.00	08.00	09.00
06/11/2018	07.00	08.00	09.00
07/11/2018	07.00	08.00	09.00
08/11/2018	07.00	08.00	09.00
09/11/2018	07.00	08.00	09.00
10/11/2018	07.00	08.00	09.00
11/11/2018	07.00	08.00	09.00
12/11/2018	07.00	08.00	09.00
13/11/2018	07.00	08.00	09.00
14/11/2018	07.00	08.00	09.00
15/11/2018	07.00	08.00	09.00
16/11/2018	07.00	08.00	09.00
17/11/2018	07.00	08.00	09.00
18/11/2018	07.00	08.00	09.00
19/11/2018	07.00	08.00	09.00
20/11/2018	07.00	08.00	09.00
21/11/2018	07.00	08.00	09.00
22/11/2018	07.00	08.00	09.00
23/11/2018	07.00	08.00	09.00
24/11/2018	07.00	08.00	09.00
25/11/2018	07.00	08.00	09.00
26/11/2018	07.00	08.00	09.00
27/11/2018	07.00	08.00	09.00
28/11/2018	07.00	08.00	09.00
29/11/2018	07.00	08.00	09.00
30/11/2018	07.00	08.00	09.00
01/12/2018	07.00	08.00	09.00
02/12/2018	07.00	08.00	09.00
03/12/2018	07.00	08.00	09.00
04/12/2018	07.00	08.00	09.00
05/12/2018	07.00	08.00	09.00
06/12/2018	07.00	08.00	09.00
07/12/2018	07.00	08.00	09.00
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14/12/2018	07.00	08.00	09.00
15/12/2018	07.00	08.00	09.00
16/12/2018	07.00	08.00	09.00
17/12/2018	07.00	08.00	09.00
18/12/2018	07.00	08.00	09.00
19/12/2018	07.00	08.00	09.00
20/12/2018	07.00	08.00	09.00
21/12/2018	07.00	08.00	09.00
22/12/2018	07.00	08.00	09.00
23/12/2018	07.00	08.00	09.00
24/12/2018	07.00	08.00	09.00
25/12/2018	07.00	08.00	09.00
26/12/2018	07.00	08.00	09.00
27/12/2018	07.00	08.00	09.00
28/12/2018	07.00	08.00	09.00
29/12/2018	07.00	08.00	09.00
30/12/2018	07.00	08.00	09.00
31/12/2018	07.00	08.00	09.00

Dengan ini saya mengesahkan bahwa maklumat di atas adalah benar

Tanda Tangan Pelajar _____
 Tanda Tangan Penyelia _____

DR. HYRE ANUAR B. KASDIR
 Timbalan Dekan
 Pusat Pengajian Siswazah
 Universiti Teknikal Malaysia Melaka

Tarikh: 08/9/2018
 Tarikh: 1/10/2018

FAKULTI PENGOUSAN MAKLUMAT
 UNIVERSITI TEKNOLOGI MALAYSIA
 41060 SEREMBAN, NEGERI SEMBILAN
 MALAYSIA
 TEL: 06-7330300
 FAX: 06-7330301



REKOD KEDATANGAN LATIHAN INDUSTRI

NO. PUNTA: 2016522478
 NO. KURSUS: 141-01-0392
 NO. TAHUN: 2016/2017
 NAMA INSTITUSI: UNIVERSITI TEKNOLOGI MALAYSIA
 NAMA UNIT BAHYU: FAKULTI PENGOUSAN MAKLUMAT
 NAMA PENYELAJAR: DR. HAZIL ANUAR B. KASDIRIN
 BAHAGIAN: 10/2016

Tarikh	Masa Masuk	Masa Keluar	Tandatangan Penyelia
1/10/2016	7:40 am	11:30 pm	
2/10/2016	7:45 am	11:30 pm	
3/10/2016	7:45 am	11:30 pm	
4/10/2016	7:45 am	11:30 pm	
5/10/2016	7:45 am	11:30 pm	
6/10/2016	7:45 am	11:30 pm	
7/10/2016	7:45 am	11:30 pm	
8/10/2016	7:45 am	11:30 pm	
9/10/2016	7:45 am	11:30 pm	
10/10/2016	7:45 am	11:30 pm	
11/10/2016	7:45 am	11:30 pm	
12/10/2016	7:45 am	11:30 pm	
13/10/2016	7:45 am	11:30 pm	
14/10/2016	7:45 am	11:30 pm	
15/10/2016	7:45 am	11:30 pm	
16/10/2016	7:45 am	11:30 pm	
17/10/2016	7:45 am	11:30 pm	
18/10/2016	7:45 am	11:30 pm	
19/10/2016	7:45 am	11:30 pm	
20/10/2016	7:45 am	11:30 pm	
21/10/2016	7:45 am	11:30 pm	
22/10/2016	7:45 am	11:30 pm	
23/10/2016	7:45 am	11:30 pm	
24/10/2016	7:45 am	11:30 pm	
25/10/2016	7:45 am	11:30 pm	
26/10/2016	7:45 am	11:30 pm	
27/10/2016	7:45 am	11:30 pm	
28/10/2016	7:45 am	11:30 pm	
29/10/2016	7:45 am	11:30 pm	
30/10/2016	7:45 am	11:30 pm	
31/10/2016	7:45 am	11:30 pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar.

Tandatangan Pelajar

[Signature]

Tarikh: 31/10/2016

Tandatangan Penyelia

[Signature]

Tarikh: 1/11/2016

DR. HAZIL ANUAR B. KASDIRIN
 Timbalan Dekan
 Pusat Pengajian Sivik
 Universiti Teknologi Malaysia

REKORD KEDAIANGAN LATIHAN INDUSTRI

Nama Pelajar: _____
 No. ID: _____
 Nama Sekolah: _____
 Alamat: _____
 No. Telp: _____
 No. Fax: _____
 Nama Orang Tua: _____
 Alamat Orang Tua: _____
 No. Telp Orang Tua: _____
 No. Fax Orang Tua: _____

Tanggal	Materi	Waktu Kerja	Tandatangan Penyelia
31/12/2018	1.00 jam	5.10 pm	
30/12/2018	1.00 jam	5.10 pm	
29/12/2018	1.00 jam	5.10 pm	
28/12/2018	1.00 jam	5.10 pm	
27/12/2018	1.00 jam	5.10 pm	
26/12/2018	1.00 jam	5.10 pm	
25/12/2018	1.00 jam	5.10 pm	
24/12/2018	1.00 jam	5.10 pm	
23/12/2018	1.00 jam	5.10 pm	
22/12/2018	1.00 jam	5.10 pm	
21/12/2018	1.00 jam	5.10 pm	
20/12/2018	1.00 jam	5.10 pm	
19/12/2018	1.00 jam	5.10 pm	
18/12/2018	1.00 jam	5.10 pm	
17/12/2018	1.00 jam	5.10 pm	
16/12/2018	1.00 jam	5.10 pm	
15/12/2018	1.00 jam	5.10 pm	
14/12/2018	1.00 jam	5.10 pm	
13/12/2018	1.00 jam	5.10 pm	
12/12/2018	1.00 jam	5.10 pm	
11/12/2018	1.00 jam	5.10 pm	
10/12/2018	1.00 jam	5.10 pm	
09/12/2018	1.00 jam	5.10 pm	
08/12/2018	1.00 jam	5.10 pm	
07/12/2018	1.00 jam	5.10 pm	
06/12/2018	1.00 jam	5.10 pm	
05/12/2018	1.00 jam	5.10 pm	
04/12/2018	1.00 jam	5.10 pm	
03/12/2018	1.00 jam	5.10 pm	
02/12/2018	1.00 jam	5.10 pm	
01/12/2018	1.00 jam	5.10 pm	

Dengan ini saya mengesahkan bahawa maklumat di atas adalah benar

Tandatangan Penyelia

Tandatangan Pelajar

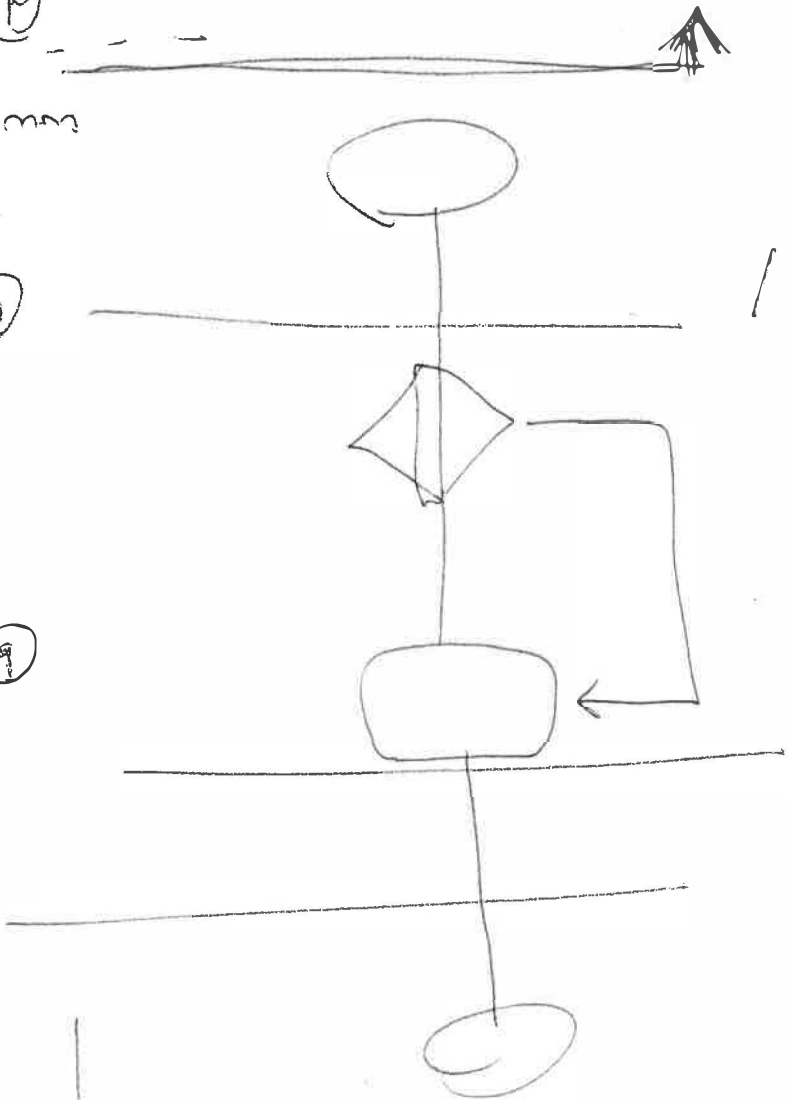
Tarikh: 31/12/2018

Tarikh: 31/12/2018

YHEL ANUAR B. KASDIRIN
 Timbalan Dekan
 Pusat Pengajian Sivvazah
 Institut Teknologi Sepuluh Nopember

Degree - B Information System

- ① System
- ② Record



- ③ SMPs. Sistem Perkuliahan
- PPS - Pasca Sarjana
- PPK
- DBE
- Difference Based Education
- Flow-chart
- ④ Website. Keabdiwaan
- Jomla -
- jumlah utam. edung / pps

- ⑤ Kaku, pty - Regenerasi IT
- ⑥ DBE
- ⑦ DBE
- ⑧ DBE

- ⑨ Anggarah
- Universiti - Pasca Sarjana
- PC - about things

- ⑩ ISO 2015 - Record
- Record. PPS
- 600000 = di PPS
- name ??
- Summary Record

- 01027 -



EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) Meeting with all PPS staff regarding ISO 9001:2015 Utem before auditing begin on 13/5/2018.

Led by: head of department

EXTRACT

051

Designing floor plan for the facilities available at PPS, to be included in the Centre of Graduates website. The plan divided by 3 level which I want to focus the facilities available in every level of PPS building.

H - 500 - 1180
H - 500 - 1180

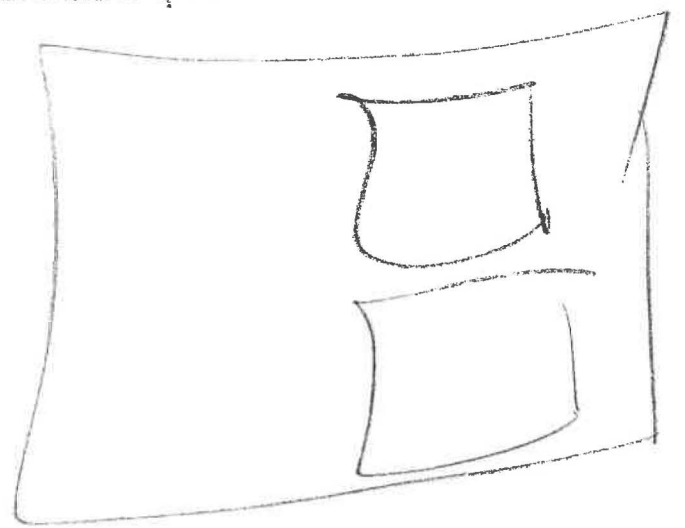
800
375
How

→ 1180 → 800
→ 1180 → 800
→ 1180 → 800

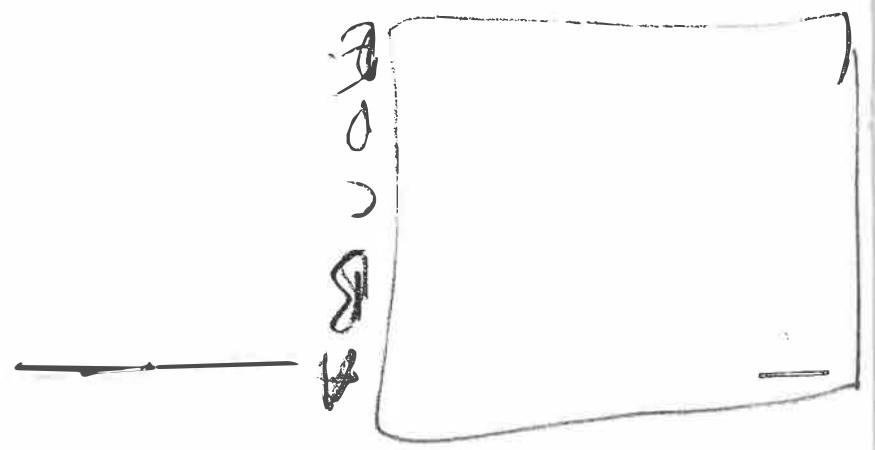
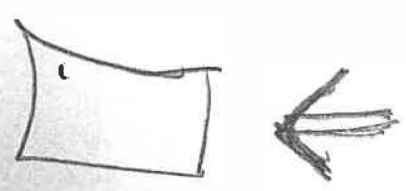
Use case diagram

Bar
Bar

Special Project → Developer under pop5



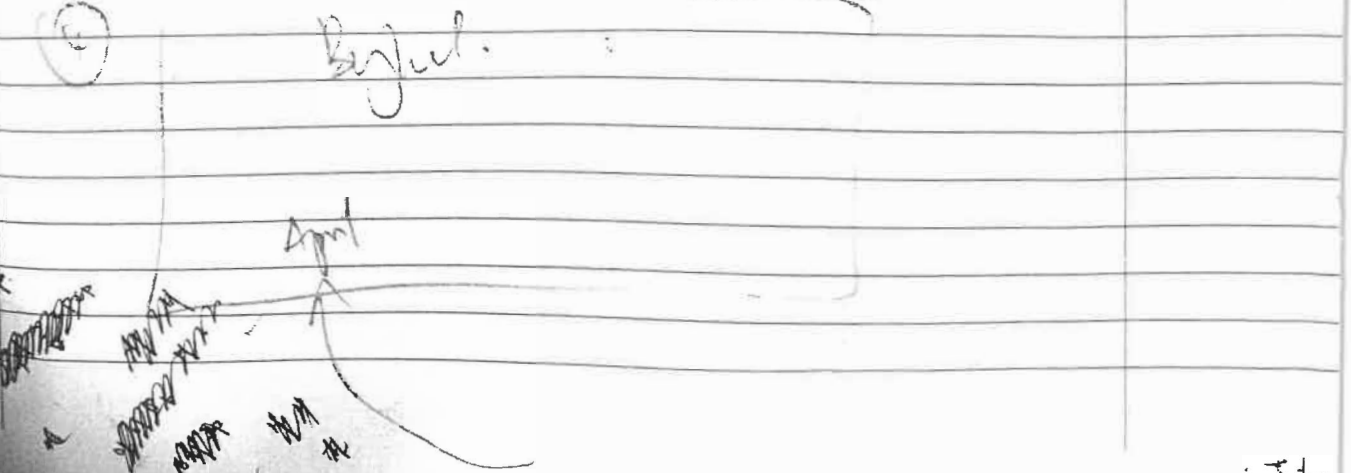
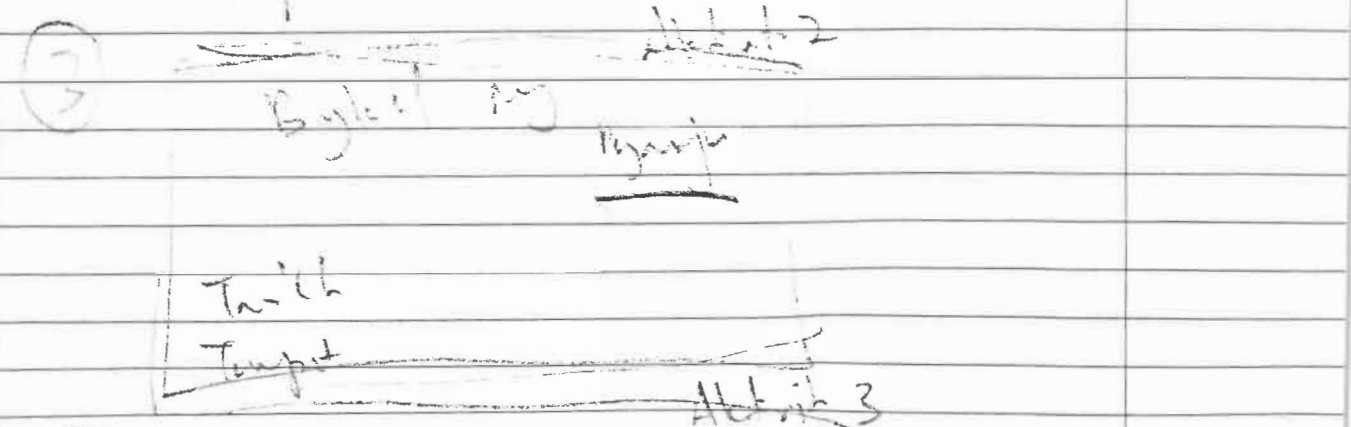
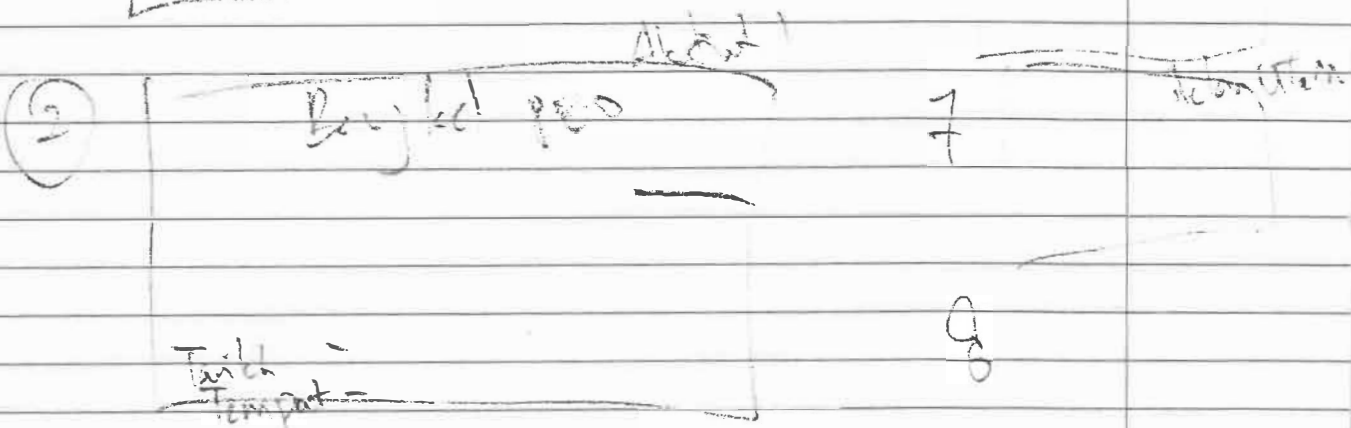
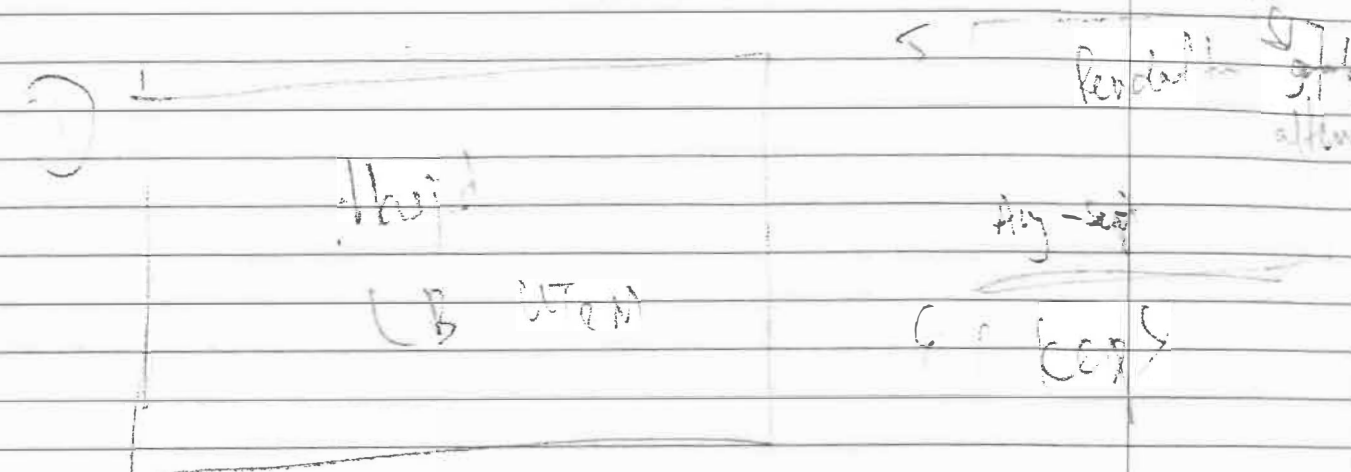
375





Jangan tulis
 apa-apa di
 ruangan ini.

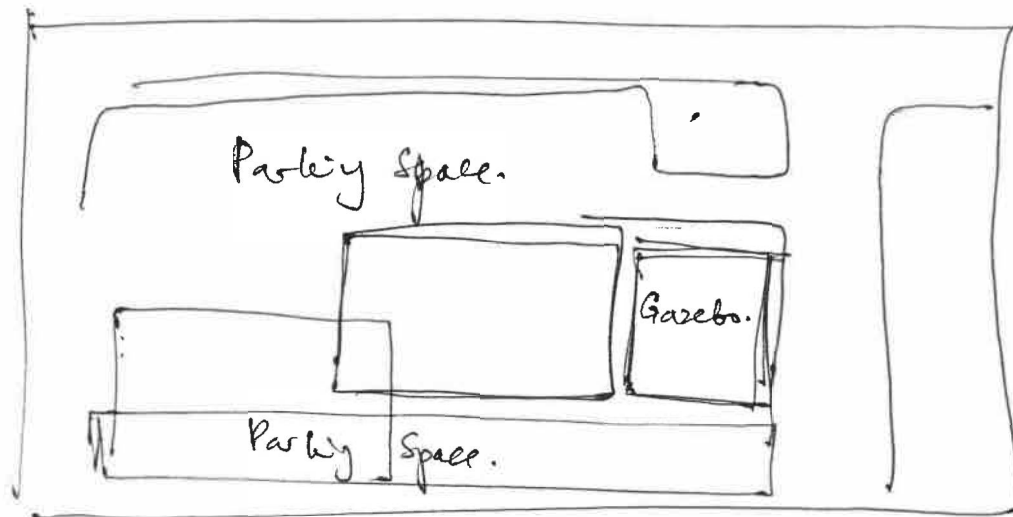
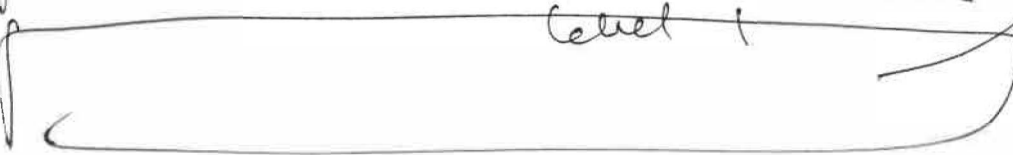
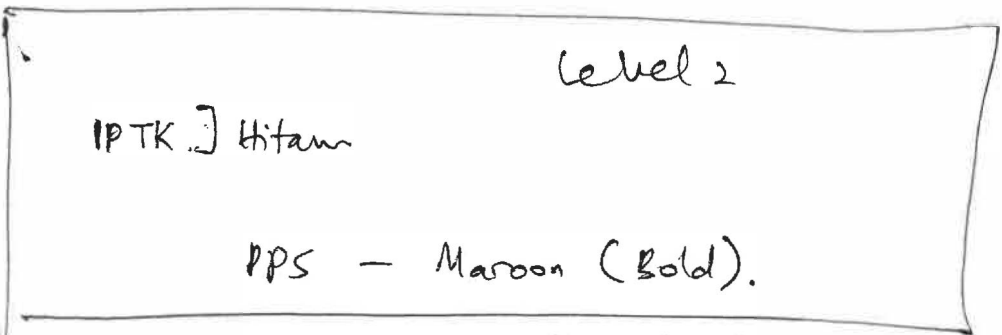
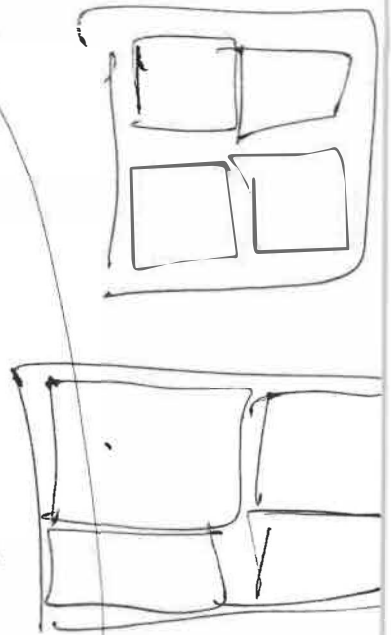
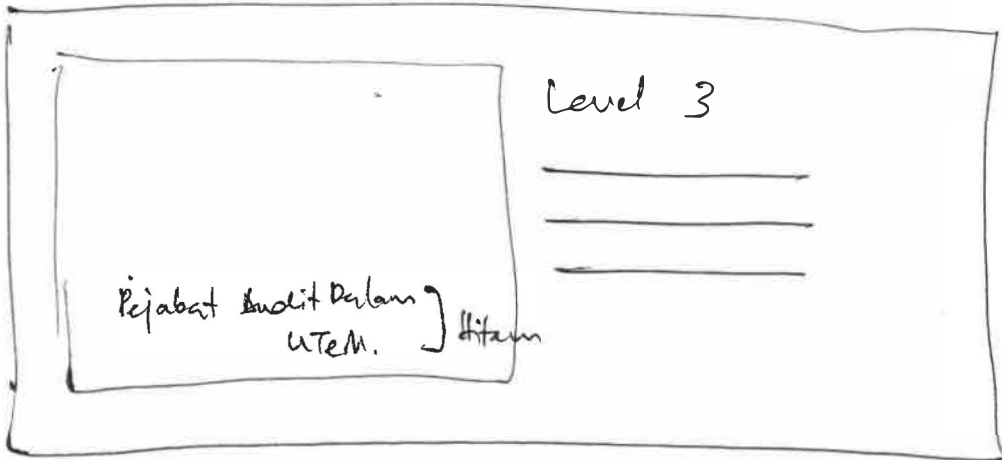
No. Kad Pengenalan No. Kad Matrik
 Kod Mata Pelajaran Kursus
 No. Soalan Muka Surat



L - Proj Computer Laboratory.

I - Proj Room

AY





About us

• Dean's foreword

• Overview

• Objectives

• Mission & Vision

• Staff info

• Organization Chart

• Person in Charge

• Staff Directory

• Staff Portal

• Staff Email

• Best Employee

Program

• Students

• Future Students

• Program Structure

• Facilities

• Admission Requirements

• Fees

• How to apply

• Online Application

• Research

• Office of Deputy Vice Chancellor (Research & Innovation)

• Center for Research Innovation & Innovation

• (14)

• (11)

FAQ

• Online Application



Program

• Accreditation

• Postgraduate Programs

• Quality Assurance Documents

• Master

• Master Programs by TC

• Master Programs by Partners

• Master Program by MRC

Financial Aids & Scholarship

3774.00 (C)

136.00

VIP = 17 x 4 = 68 x 2

68.00

17 x 2 = 34 x 2

170.00

17 x 5 = 85 x 2

17 x 10 = 170 x 2 = 340

Results

555.00 (A)

ATK cut - 20 x 5 = 100.00

cut - 20 x 100 = 2000.00

HY - 90 x 500 = 45000.00

pen - 100 x 100 = 10000.00

Fm1 cut 20 x 100 = 2000.00

Superior Prof

3100.00 (B)
3774.00 - 5100.00 = 2510.00

3100.00 (B)

3000.00 - 150 x 2 = 300.00

3000.00 - 2000.00 = 1000.00

3000.00 - 2000.00 = 1000.00 (2x)

Superior

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

1) Look ^{into} the website, there have additional content that has been added by Dr. Hysiel, then I have been assigned to check the content of top menu titled "Research Training and Development" as well as "Facilities". The task done on the same day.

1) Resizing the fonts for the website (PPS). still many of the fonts used size 12pt, then I need to check the coding resize it to 10pt to make it smaller and standardize for the entire website.

2) Continue with checking the spelling error if any, but there is nothing much spelling error were found.

3) Have a meeting for Keps event. Discussing about budget of the event. Target for the participants is about 150 ~~person~~. Estimated budget going to be RM 9,375 m total.

Programs & Events

No.:

Date:

		Date	Venue
PPS	1) Taklimat dan Promosi PPS		
	2) 3MT UTEM		
PPS	- Grooming session II for the national 3MT competition 2018 ✓	5/4/18 29/6/18	Auditorium PPS multipurpose hall, UTM
	- National 3MT		
PPS	3) Bengkel SPSS ✓	2-3/6/2018	BK 5; PPS
PPS	4) Forum: Where are your directions after graduation (PMT)		
✓	5) How to write High Impact Journal	17/4/18	BK 5, PPS, UTEM
PPS	6) Majlis Ramah Mesra ✓	13/9/17	Brick Jaman, PPS
PPS	7) MIFB Pictures ✓	29/6/18	KLCC
PPS	8) MITHAS ✓	6/4/2018	MITC, FL
PPS	9) Research Proposal (Pesisir Indonesia) ✓	14-15/7/2018	BK 5, PPS UTEM
PPS	10) Thesis Briefing (AICM)		
PPS	11) Workshop on Educator 4.0 ✓	11/8/2018	Auditorium, PPS UTEM

in the & Kepuasan Program.
Kepuasan Program.

Sketch.
Sketch.

[Faint handwritten notes and diagrams, including a flowchart with boxes and arrows, and some illegible text.]

EXTRACT NATURE OF WORK DONE

**SUPERVISOR
REMARKS**

1) Attend meeting regarding registration new student from Indonesia. The program will be on 20 September 2018 at 9.00am to 1.00 pm. The meeting purpose was to delegate task for each and every staff in PPS.

2) Entertain students regarding any issues such registration problem, kwsp, transcript and etc.

Date: No.:

who have their presentation today.

2) Create a table form titled "Rekod kedatangan Pemerhati" ~~for~~ fill it up after the viva presentation has done. (clerical work)

2) Update Keps Gallery, all the activities in Keps such photos have been updated.

3) Updating photos in Keps Gallery. The events or activities that organised by Keps been captured and already insert into website. ^{Any} ~~Some~~ additional will be update as soon as possible.

EXTRACT NATURE OF WORK DONE

SUPERVISOR
REMARKS

1) Assist in a few administrative work such registering new student for their credit determination and fees.

2) Filing work for viva student.

EXTRACT NATURE OF WORK DONE

SUPERVISOR
REMARKS

1) Key in awards nominees details into nominees listing to ensure those names are updated before convocation day on 26 & 27 Nov 18.

2) Assist in a few tasks for convocation such checklist nominees awards and etc.

DATE: 27/9/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>1) The task start with check the published journal for chancellor award nominees, followed by vice chancellor award. After that, the evaluation will be made by Dr. Hyreil and En. Nizam through meeting on 2 October 2018.</p>	
<p>2) Key in the published journal into nominers form. Every one and each nominees have their own form. This tasks handing about 3 days need to be done within 3 days</p>	

DATE: 20/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>1) Continue with checking the published journal for students to ensure all the journal has been published to prevent any unfair evaluation.</p>	
<p style="text-align: center;"><i>Teleh disemali</i></p>	
<p style="text-align: center;">DR. HYREIL ANUAR B. KASDIRIN Timbalan Dekan Pusat Pengajian Silwazah Universiti Teknikal Malaysia Melaka</p>	

DATE: 2/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Continue with checking journals for best student award. The same process were applied. Check the journals either published or unpublished...	
2) Assist the staff sort out the letters.	

DATE: 7/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
① Assist in preparing documents for the last meeting in deciding the winner for best student awards.	
② Assigned to change key in the graduated students details in microsoft excel. The details such name, faculty, phone no. and emails.	

DATE: 9/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Assist in write a letter of admission offer to	
2) Attend a meeting with all PPS staff in the meeting room. Discuss about how to improve the service in PPS.	

DATE: 10/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Doing a filing work which the trainee need to find letter and put it into the right files. This task is for Zamalah scholarship. For those students who received this scholarship, they are assigned a workload by the faculty that fit the agreement for receiving the scholarship. In order, to ensure the student follow the term and condition, the trainee make sure that PPS already received the workload letter from faculty.	
2) After done those process, the file will be give to the person in charge.	

DATE: 16/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>1) Assist in calculating and checking claim for "Bayaran Saguhati Denceramah / Panel Viva". Trainee must make sure the form are completely filled with panel's information and etc attached with the evidence of expenses are attached with the form. The form completed form should be endorsed by ac.PPS account admin / Deputy dean before submitted to UEM bursary for further procedure.</p>	
<p>2) Entertain student's at the counter if they need a help and assisting them to register subjects.</p>	

DATE: 17/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Discuss with supervisor for additional informati content in the website. - Part: Resources (Download).</p>	
<p>① Standardize header in every category of forms. Replace the form with updated one. Remove the outdated form.</p>	
<p>② Add another menu to 'download form' because some ^{students} had trouble in searching form at 'resources' menu</p>	

DATE: 27/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
i) Asst in administrative work.	
a) Update contents in PPS website.	

DATE: 28/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Explore Sistem Pendaftaran Pascasarjana (SMPS) in order to check student's information such as supervisor and co-supervisor.	
a) Add information in the PPS website, resizing the webbanner and picture inserted.	

DATE: 26/10/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Resizing the banner in the website. The banner displayed must be standardized with	

DATE: 1/1/20

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Arrange the files at En-Nizam's room. Separate the Zamalah agreement by PhD and master student. For master has black tape binding while PhD has red tape binding.	
2) Monitor microsoft outlook calendar which the facilities in PPS has been booked for events or programs.	

DATE: 15/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Asst in Utem postgraduate association program (VP grade) that lead by Mr. Fadhlur, task is to make a minute of meeting and ensure the program is going smoothly. The minutes consist of a few agenda such election of President, vice president and committee.	
2) Explore in using vegas pro for videos and montaj.	

DATE: 17/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Prospectus	
1) Supervisor give a task which the trainee need to update prospectus of postgraduate studies. Since PPS only provide the prospectus 2015/2016. I has been assigned to make a new prospectus for 2018/2019.	
2) The prospectus requires trainee to search all the information in every faculty's website regarding their course availability, programme that need to be added.	
3) Discussion with supervisor and assistant registrar regarding this new prospectus. Discuss what need to be added and what to remove.	
4) Join 'Seminar Kebangsaan Transformasi TVET 2018'	

DATE: 14/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Continue with adding content into prospectus. Today's focusing on adding Faculty of Mechanical Engineering (FKM), information such as fees, programme structure, re-calculate credit hours and re-arrange the programme core and course core.	
2) Instead of website of faculty's website, I also refer to brochure and pamphlets to add some information.	

DATE: 20/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Continuing in adding contents into prospectus. Today's focusing on adding content about Faculty of Manufacturing Engineering (FKP) including fees, program structure and re-calculate credit hours.	
2) Entertain students at the counter.	

DATE: 29/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Create database for my special project using xampp. The database consist 3 entity: which including staff, project and task.	
2) Design the interface of the system by using html language. Three pages has been done.	

DATE: 30/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Continuing with the ^{design} design of task tracking ^{system} interface. try and error with the system and correcting the unnecessary form boxes.	
2) En. Fnad assigned filing task. Put in all the documents of vira student into the files and record the inward documents.	
<p><i>telah diseraikan</i></p> <p>DR. HAYREIL ANUAR B. KASDIRIN Timbalan Dekan Pusat Pengajian Siswazah Universiti Teknikal Malaysia Melaka</p>	

DATE: 5/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Entertain student who want to take their transcript and scroll.	
2) Focusing in preparing my Industrial training report.	

DATE: 6/17/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Stamp & letter an admission letters before send it to postgraduate students.	
2) Change a few things such attribute on my diagram (ERD) for my special project.	
3) Assigned a filing work by a staff.	

DATE: 11/11/2018

DATE: 11/11/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Continue to edit postgraduate prospectus, some changes and correction has been made such table for programme offered etc.	
2) Had a discussion with supervisor regarding prospectus.	
Separate ISO form to put in the website by category.	

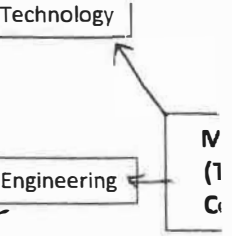
EXTRACT NATURE OF WORK DONE

Borang
 Pk 01 Semakan
 Pt 03 Template
 Pk 04 Borang
 Pk 05 Cinth
 Jadwal
 Kalender

SUPERVISOR REMARKS

Program	Academic Fee
Master (Engineering)	RM 11,290
(Taught Course)	RM 11,815 (IT - Technology)
Master (Mixed Mode)	RM 11,985
(Research)	RM 10,432
PhD	RM 29,728

Academic Req.	English Req.	Faculty / Institute
Bachelor degree with Minimum CGPA 2.50 or equivalent from UTeM or any recognized Institutions	IELTS \geq Band 5.5 TOEFL \geq 520	FKE / FKEKK / FKM / FKP 2 - 6 Semester Electrical (Electrical / Mechatronics) Electronics (Computer / Electronics System / Telecommunication System Mechanical (Automotive / Energy) Manufacturing (Manufacturing System / Quality System / Industry)



Academic Req.	English Req.
Master degree from UTeM or any recognized Institutions	None



PK 01	Semakan Persemaan	pps x
PT 03	Tentative Penawaran	mata pelajaran *
PT 04	Kerang Pembaikan / P'baikan P'baikan	
PK 05	Contoh template dalam Rep. Akaun *	x
	Taklimat dengan Boya Exam sel	x
	Kalendar akademik sem 1 dan 11	x
	Template dalam peperiksaan Akaun	p-5 *
PK 06	Borang pengantaran	galon final Exam. *
PK 07	Uraian Kalendar Pelajar (P'baikan)	* x
PK 09	Borang Nota Register	Thems. /
P3	Pelaporan Kipertuhan	Berita Berita 7pm. x
	Notice of Submission	Thems. /
PK 00	Kalendar akademik	Sem 1 & 2 2016/17 x
	Laporan Kurikulum	Pengantaran x
	Postgraduate Study	System 2013 x
PT 11	Borang Jawapan	fractis. v *
	Borang Bayaran	Angka. P'baikan *
	Thesis Examples	Report P.D. /
	The " " "	MSC /
PK 12	Borang Nota dan	Register /

DATE: 13/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Filing, a daily task to file up student's document, separate folder by each faculty.	
2) ^{Counting stock} Account ^{Finance} Account assistant assigned the trainee to check the stock of stationery and calculate count if the items are available or not. Note that some items are restock such as stapler, and cotton rope.	
3) Separating file student's file who already finished their studies in UTEM, about 300 files are need to be placed in file room.	

DATE: 01/1

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Doing filing project. Key in the file into excell, print out and stick it to every tied files.	
2) Continue my special project, try to implement PHP coding in the interface.	

DATE: 21/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Distribute questionnaire to postgraduate student in order to make a statistic of relevancy exchange programs for foreign students.	

DATE: 22/12/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Assist to the En. Fuzul to key in the data of viva-voce student. I need to login the SMPS and find the information about the student. Stated the status of viva. such as	

DATE: 26/12/2010

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Labelling the closed files before send it to file room at 3rd floor.	
2) Arrange hardbound theses on the shelves.	
3) Assist student to deal with officer.	

DATE: 27/12/2010

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
1) Replace secretary's work for 2 days since the secretary is on leave. Answer the calls and alert the dean's activities.	