



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
BAHAGIAN HAL EHWAL AKADEMIK (HEA)
UNIVERSITI TEKNOLOGI MARA (KELANTAN)
BUKIT ILMU, 18500 MACHANG, KELANTAN

SPECIAL PROJECT:
(PASYS)

BY
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2015278706

IM245 – BACHELOR OF SCIENCE (HONS)
INFORMATION SYSTEM MANAGEMENT
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN

01 AUGUST 2017 – 31 DECEMBER 2017

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MOHAMAD FARID BIN MOHAMAD HAIDIN**

**FACULTY SUPERVISOR
MOHAMAD RAHIMI BIN MOHAMAD ROSMAN**

**REPORT SUBMITTED IN FULFILLMENT OF THE
REQUIREMENT FOR THE INDUSTRIAL TRAINING
FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA KELANTAN**

01 AUGUST 2017 – 31 DECEMBER 2017

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PRACTICAL TRAINING

DURATION : 01 AUGUST 2017 – 31 DECEMBER 2017

PRACTICAL TRAINING

PLACE : BAHAGIAN HAL EHWAL AKADEMIK UITM KELANTAN

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



Mohamad Farid bin Mohamad Haidin 2015278706

Date of submission: January 2018

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

First and foremost, I would like to express my thanks to Allah because of His love and strength that He has given me to finish this internship report. I do thank for His blessings to my daily for good health, healthy mind and good ideas.

For this opportunity, I am very delighted to do the industrial training in Bahagian Hal Ehwal Akademik (HEA) department in UITM Kelantan. It is because they allowed for giving me the occasion to undergo my internship for 5 months. Starting from 1st August 2017 until 31th December 2017 in Academic department for providing me with good facility as well as to work in a friendly environment.

I also would like to express my great appreciation and gratitude to my host academic supervisor **Mohamad Rahimi Bin Mohamad Rosman** and company supervisor, **Puan Najibah Bt Mohamed Nazir** as well as other staff in this department for their excellence supervision, valuable advice, feedback and tips as well as their kindness in guiding me to improve my experience on how to work in a team.

They allowed me to encroach upon their precious time from the very beginning of this work till the completion. Without their expert guidance, assistance, direction, affectionate encouragement, comments, suggestions, support, critical suggestions and constructive criticism from time to time throughout this internship it could have been rather difficult for me to complete the whole work in an efficient manner.

I would also like to say thank you and show my gratitude for my beloved parents as well as my family for their understanding and supporting throughout my internship program. In addition, special thanks to all interns that I worked with and spend good moments together in brainstorming

ideas, sharing experiences, information, time and I feel grateful towards each of them who endlessly helping me in time of need, show supports and valuable friendship which helps me to keep strong and be independent.

Thank you.



اوتو رمتيني تيكولو كيتو لارا

CHAPTER 1: INTRODUCTION

1.1 Introduction About Practical Training

The student who undertakes industrial training is responsible mainly to complete the project and tasks assigned by the organization within the stipulated time frame. As we know, internships provide real world experience to those looking to explore or gain relevant knowledge and skills require entering into particular career field. Internship relatively short term in nature with the primary focus on getting some on the job training and taking what's learned in the classroom and applying it to the real world.

The practical training held for five months from 1st August 2017 until 31th December 2017, as one of the requirements for the award of Bachelor of Science Information (Hons) System Management that student should fulfill the industrial training at Division of Academic Affairs organization as a Bahagian Hal Ehwal Akademik (HEA) for 22 weeks. It is intended to provide useful knowledge and to train the students in order to prepare themselves in the real world and working environment. During the practical training session, many principals and theory regarding organizational function are put to into effect. Most students are prepared with a structure towards learning how the organization works in real life so that the subject learned which is IMC 690 Practical Training can be applied. Most the faculties in UiTM provided practical training to the students and expose the students to the valuable experience in conducting a real experience in the industry after this. This training is carried out in Bahagian Hal Ehwal Akademik (HEA) which is one of UiTM branches located in Kelantan.

The training is provided in order to fulfill the requirements of the IM245 program which is Bachelor of Science Information and System Management. In this training, students will be exposed to the office environment, how to handle various functions in managing information are taught and how to handle the student and user that come to the department and so on. Besides that, it also is very useful in preparing the students to be industry ready professional where all the previously learned the theory will put into immediate effect. It provides insights into the intricacies involved in working in various area of the profession as well as inculcate commitment to work, apply knowledge to practical situation, hone technical and soft skills, get acquainted with professional work environment and develop ethical values.

After training had been complete, hope the students are able to implement everything that already learnt in the industry and provide a huge contribution to the related organization. A lot of effort had been contributed by the organization as well as UiTM in order to prepare the students and it hopefully all the practical training students are able to prove that all the theories and knowledge learned are not going to waste. The details of the organizational structure and nature of training session will be explained in the following chapters.

1.1.1 Objective of The Practical Training

There are many objectives of the practical training are described to complete the Faculty of Information management program in the last semester of study, which are:

- To finish the course provided in the faculty of information management.
- To expose with the working environment to student before they work in the future.
- To give working experience to student.
- To learn the real management and technical aspect in the library environment.
- To build the confidence and self-esteem.
- To inculcate the responsible and trust spirit.
- To provide an official report after finish the practical training.

1.2 History of UiTM Kelantan



Figure 1.1: View of UiTM Kelantan Machang Campus

Universiti Teknologi MARA Kelantan Kampus Machang, formerly known as MARA Institute of Technology, 9th branch campus was inaugurated on 01 July 1985 by YAB Tan Sri Dato 'Haji Mohamad bin Yaakob, the Chief Minister of Kelantan at that time.

The establishment of UiTM is the result of close collaboration between UiTM and the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land in Kijang Camp which is located about 8 kilometers from Kota Bharu town owned by Kelantan State Scout Council.

The work of renovating some of the old buildings and construction of new buildings was funded by the Central Government at a cost of RM 1.5 million.

The first batch of 185 students were taken for the semester of July - December 1985 to take Diploma courses in Accounting, Diploma in Business Studies, Diploma in Bank Management

and Diploma in Secretarial Science. In the early stages, the number of staff was 71 people, 7 lecturers and 64 non-academic staff.

Fixed campus construction was started in 1993. The Central Government has allocated 200.32 hectares of land in Bukit Anjing, Machang to be a permanent campus. The original name of Bukit Anjing has been elevated to Bukit Ilmu in accordance with its function which provides learning opportunities in various disciplines for Bumiputera. It was inspired by the late Dato Nik Abd. Rashid Nik Abd. Majid, former ITM Director then.

The official transfer to Kampus Machang started on 01 January 1996. UiTM Kelantan, formerly known as ITM, was upgraded to Universiti Teknologi MARA or UiTM on 26 August 1999. Now UiTM Kelantan is expanding to meet the need to be the top University in Kelantan in particular.

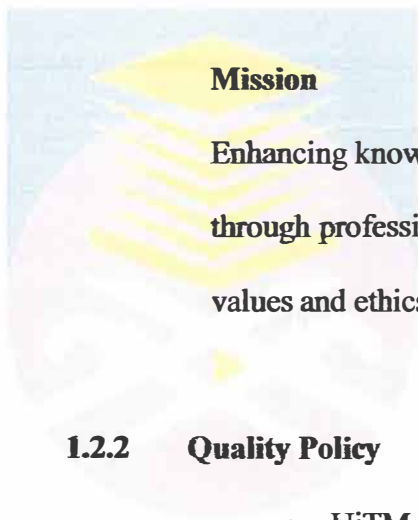
Now, UiTM Machang has grown into a huge educational institution where it has over more than 5000 students and hundreds of staff. There are 3 faculties in UiTM Machang which includes the faculty of business, computer science and mathematics, and information management Over 19 full-time and part time courses including pre diploma, diploma, and bachelor degree programs were offered each year and some of the students will move from the campus in Machang and the other one in Kota Bharu.

1.2.1 Vision and Mission

There are following the vision and mission of UiTM Machang Kelantan that towards creating a household name in the country.

Vision

UiTM makes a broad-based university scholarship and academic excellence to lead the Bumiputera dynamism in all areas of world-class professionals in order to be born graduates a competitive global and ethical.



1.2.2 Quality Policy

- UiTM Kelantan is committed to conducting good quality Diploma and Bachelor programs in order to produce top professional ethical, and global Bumiputera graduates that will always meet customer needs
- UiTM Kelantan will implement a professional management system efficient, effective, and responsible for the planning, implementation of the program as well as continuous improvements to be a world-class university

1.2.3 Quality Objective

- To provide the maximum opportunities for indigenous people to participate in professional-class education in science, industry, technology trade, art and society.
- To provide the program quality and innovative teaching and meet the needs of the market and customers while supporting national development policies.
- To create the humanitarian development program as a means of applying the system of values in society UiTM.
- To ensure the UiTM products not only meet the local people employment market. but also to serve the global stage
- To make the UiTM a winning organization that can ensure the management of human resources finance and property effectively and efficiently to achieve the educational goals UiTM and play a catalytic role in the development of society

1.2.4 UiTM Machang Customer Charter

- For all customers UiTM :
- Student
- Staff
- Parents
- Industry and
- The stakeholders

The quality service ethics and integrity and also promise that offered by UiTM:

- All basic facilities for learning teaching research and the environment meet the needs MQA KPT and professional bodies.
- All academic programs are approved managed and administered in accordance with the rules and procedures of the University.
- All academic qualification recognized by the government and meets the needs of industry and professional bodies.
- The graduation was given within the prescribed period after fulfilling all conditions.
- All identifiable outstanding achievement and awarded annually.
- All proposals and a formal complaint are taken within one week.
- Always ready to serve the community and,
- Always friendly and professional service.

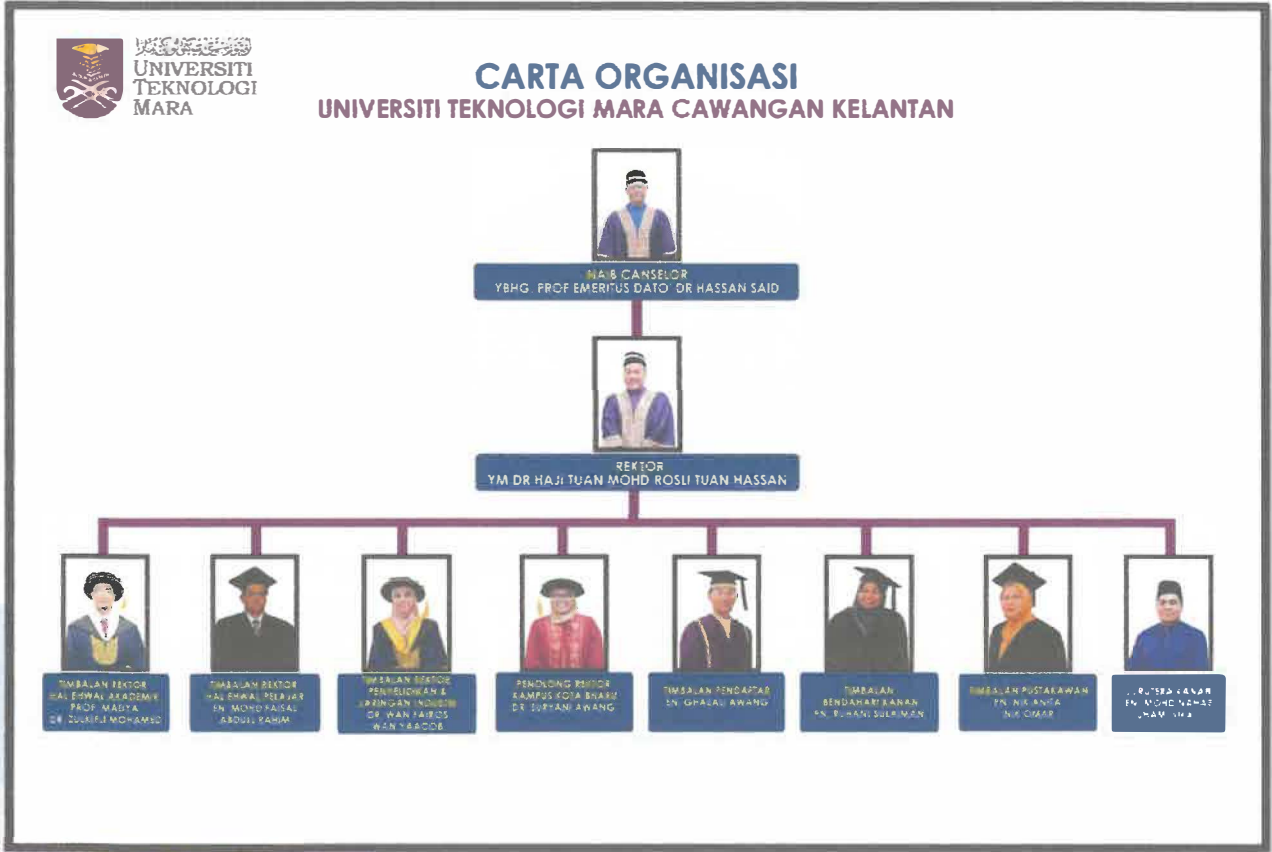


Figure 1.2: UiTM Organizational Chart

**CHAPTER 2:
ORGANIZATION
INFORMATION**



Figure 2.1: Division of Academic Affairs UiTM Kelantan

2.1 Introduction Departmental Structure

In this chapter 2, the figure of departmental structure can be seen below in completely with the position of staffs. The functions of every department in the organization also will be explained in this chapter. In, Academic Affairs Division is one of the most important part of the organizational structure of Universiti Teknologi MARA Kelantan Branch. This division consists of two (2) main units namely the Academic Management Unit and the Academic Evaluation Unit. The Academic Affairs Division is responsible for managing matters related to the teaching and learning of academic programs at UiTM Kelantan Branch such as.

- Manage and provide teaching and learning facilities
- Provide and provide support to help facilitate the teaching and learning process
- Managing student record systems, examinations and related academic affairs - information on student studies as well as academic staff affairs

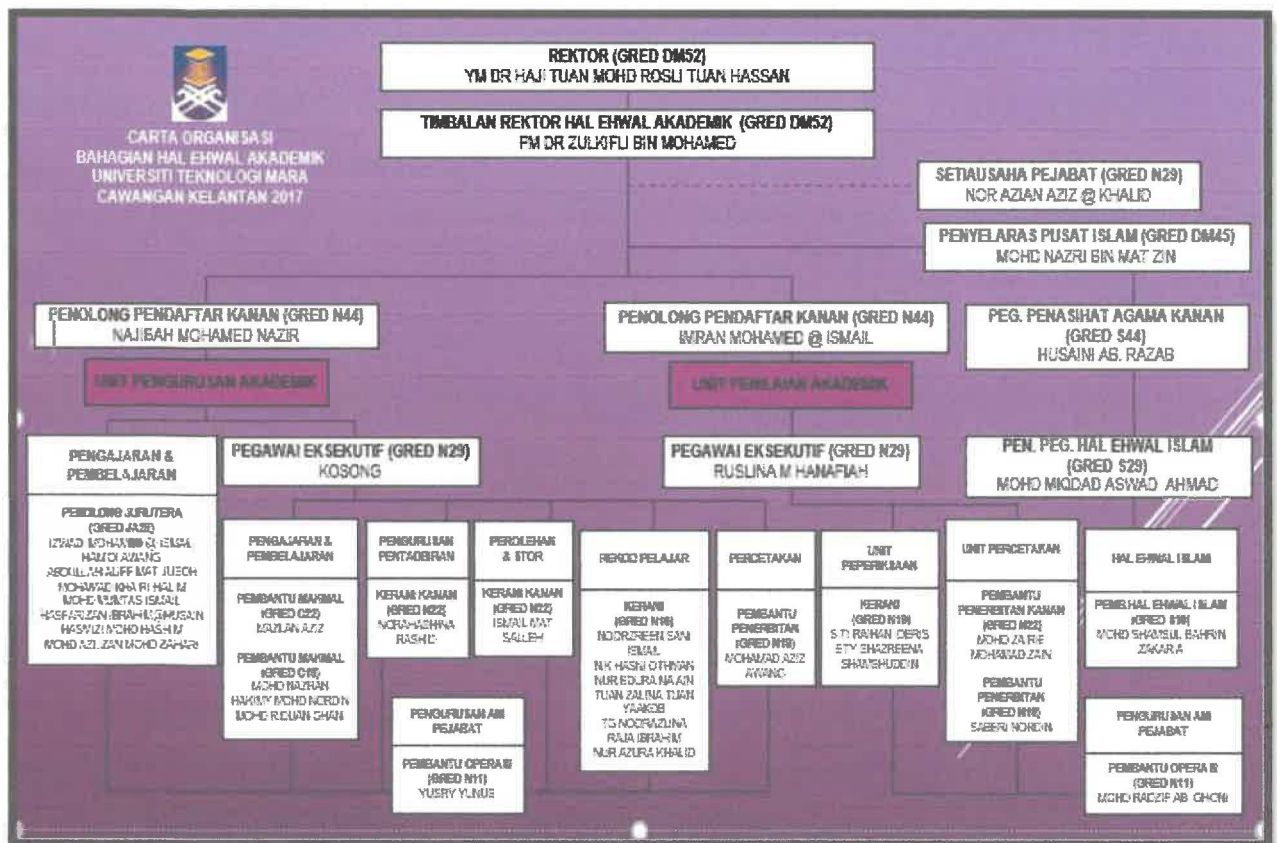


Figure 2.2: Division of Academic Affairs Organizational Chart



Figure 2.4: Academic Evaluation Unit Organizational Chart

Vision

Exercise and strive to spread quality values in managing academic activities towards achieving outstanding academic performance.

Mission

Implement academic programs based on management science to create and develop a more knowledgeable, skilled, innovative, and competent Bumiputera generation, and meet current needs.

Objective

- Provide and coordinate strong learning needs and facilities for students and lecturers.
- Processing and supervising all student academic affairs at UiTM Kelantan.
- Create a harmonious, cheerful and professionally managed environment in implementing effective programs and services based on the latest technologies to maintain the quality of continuous learning.

Customer Charter

The Division of Academic Affairs (HEA) promises to ensure that our customers consisting of students, lecturers, parents, industry and society have the maximum impact.

- **Students**

Equip them with knowledge, a sense of identity and a high level of professionalism to be able to compete in the outside world and have noble character.

- **Lecturer**

Provide a wide space for lecturers to develop their own potentials especially in the field of scholarship and professionalism

- **Parents**

Provide a good environment and educate students with good character and personality to fulfill the expectations of parents.

- **Industry**

Train students with real-life scenarios, disciplined, highly skilled, professional, prudent and able to become agents of change in organizations and industries.

- **Society**

To provide the best expertise and to develop the socio-economic culture of society.



**CHAPTER 3:
INDUSTRIAL TRAINING
ACTIVITIES**

3.1 Training Activities

During the industrial training, the trainee need to undergo with training activities to complete the internship. The training activities divided into two activities which the first activity is daily tasks provided by the organization and at least one special project either request by the supervisor or recommended by the trainee itself.

Training activities is daily task or activity that the practical student has to do during five (5) months at HEA, which including many scope of work such as administrative work, managing file room, managing event, and many more. During practical training, many program and activities that provided by the organization to practical student such as involved with student convocation. There are a lot of activities and office work can do in HEA. For five months of trainee, many experience that student can get and learn something new. In this office, we cannot expect what we are going to do within course that trainee learn or not.

3.1.2 Daily Activities

3.2.1 Meeting

At the early of the introduction of the Practical student member that consist of 4 member. It is wanted because of the special project that need to be done has been divided by 4 which is E-Super, ATP Amanah Tugas Pensyarah, PA system which is academic advisor system, and Attendance student system. All of the system that will be done by the time given need to be integrated or combine and it will become one. It is also discussing the special project which is all of the system given.

The meeting also consist of the managing the record that need an arrangement in the HEA archive room. From the past year, the record are not well manage and not well arrange because of the overload record coming year by year. The staff in the HEA department also does not have the time to manage it and as the result, practical student are needed to arrange the record by the year.

The next meeting are focusing on the Convokesyen program that the practical need to participate, the meeting has been done and the supervisor are given the task on how to manage the Convokesyen. Lastly, the meeting are about the Minggu Destini Siswa (MDS) the practical student are needed to participate in manage the interim student. The meeting consist of on how to control the student and the practical student has given one BIRO. There are a lot of the staff given the meeting or advice because this kind a program are serious matter and it is an UITM program.

3.2.2 Help the staff with the counter

The HEA (Hal Ehwal Akademik) organization mainly consist of student academic problem solving. So, whenever the student have a problem regarding their academic, they can refer to that organization. There will be a time where the staff need a help by locating the practical student at the counter, there are two kind of question mainly ask by student which is through face to face communication and through phone call.

i. Face to face communication

The student come to the counter in order to ask the question needed, for example, requesting the mini transcript, certificate of finishing studying, ask the staff about the date of the program.

ii. Phone call

It is not only the student that call the HEA organization, but, parents and others people that need an information regarding the academic matter.

The student also need to help the staff regarding the student record filling where the practical student need to key in the student name into the system that listing the student name that graduate or does not finish their study. All of the student information need to put in a box that has been provided according the year the semester and the course of the student taken. The list that has been done need to be print out and stick it to the box in order to make it easier to find. If the certain name that need to be review, it can be detected. Plus all of the box are arrange to the year.

Next is, the practical student need to help the staff lifting the A4 paper and A3 paper from the store at the Dewan Professional and move it to the HEA department store. All of the paper needed because of the staff are using it as daily job in a department.

3.2.3 Office work

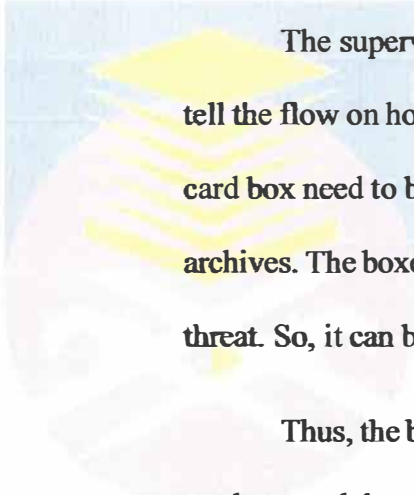
The practical student need to be exposed to any kind of office work. It is because the office work are vital whenever the practical student are responsible handle any kind of office work, for example, photocopying, printing, etc. It is because the practical student are need to be familiar with the surrounding of the office. There are list of

The most important job that given the practical student an experience is, to operate the problem of personal computer and laptop of the staff. For example, formatting the PC and Laptop, installing the software to the staff, whenever the problem occurred at the personal computer staff, the practical student need to solve it.

Meanwhile, there is a staff from different department that needed a help from the practical staff because the lack of their time. Despite from that, practical student need to help it such as, doing the survey from Google Documents.

3.2.4 Record management

The record that need to be handle are the one that are no longer used. Thus, the record has increased year by year in HEA department causing they are not systematically organized and managed. As the result, the record are unorganized and the student record are hard to find and it will lead to mishandling the student information. The practical student are responsible in managing those record in order to make it easily to retrieve and it is needed to be sort using systematically order according the year of the records created or closed.



The supervisor has make the meeting with the practical student in order to tell the flow on how to make and how to arrange the record by the year. Firstly, the card box need to be flip and it will become the boxes that has been provided by the archives. The boxes are anti chemical where it is need to be preserve from the others threat. So, it can be stored for a longer time.

Thus, the boxes need to be filled with the student file where they are already graduate and those file are no longer used by the organization. The file that are does not have the boxes need to be filled in the boxes. There are 2 kind of file where it is already have the list of the name, and the file that does not have the list of it. The one with the list provided are just need to stick the list to the boxes. Next, the one that does not have the list of the student name need to be relist into the provided system (automation). It is in form of Microsoft Excel. All the information that need to be listed is the student name, student matrix number, student semester of graduate.

Hence, all of the record in archive room to be moved to the different place as a temporary record keeping. It is because all the record in archive room are does not well managed and the boxes are all in the different places. Meanwhile, the practical student need to arrange the boxes that contain student file need to arrange by the year.

The record that start with 1987 until 2000 are needed to be separate from others record because it is need to be move to the library archive in order to prevent HEA archive lacking their space. The HEA archive are so small that it is need to move some of their record to the library archive. The record that 2001 until latest record need to store in the HEA archive.

3.2.5 Tagging record

The record that are newly arrives or the student that are newly graduate, their record need to be tagged and it is need to be put in boxes that similar to their courses. All of the student name should be key in to the provided Microsoft Excel. After the name of the student has finished key in, the list of it should be print out and stick it to the boxes alongside year, courses, and matrix number.

3.2.6 Involved with Convocation

In a semester, there will be a Convocation where the graduate student attend it in order to receive their scroll. Preparation of the student convocation should be taken seriously and the practical student need to handle it alongside the staff. The practical student has been given a task where at the early time, they need to check the unreturning convocation shirt and it should be report to the staff if the number

are decreasing or increasing. Same as the convocation bag, the practical student need to count it. As the convocation day arrives, the practical student need to fill the convocation bag with the goodies, transportation stickers and others stuff that has been supervise by the supervisor. Also, the convocation shirt need to be given to the student one by one according the Diploma or Degree level. Whenever the staff need to test the size of the convocation shirt, they will ask the practical student to deliver it to them. The staff will take the name of the student and the number of the shirt that has been provided in a shirt in order to prevent it from missing. After the convocation day, the student need to return the convocation shirt to the practical student and staff that are ready up to receive it. The name and the number will be taken from the student as they need to sign the form that say they have return the convocation shirt.

3.2.7 Setup meeting room

It is needed when the meeting between the staff is helded at the HEA meeting room there will be a preparation in order to make the meeting run smoothly, for example, the laptop need to be setup, the projector should be check regularly, and others task. While the staff participate in the meeting, the practical need to lift the food from the café to the outside meeting room. All of the furniture need to be enough alongside the participants who attend the meeting.

3.2 Special Project



Figure 3.1: Interface of PASYS

The lecturer can save the data of their student within the year into the system

1.2.1 Problem Statement

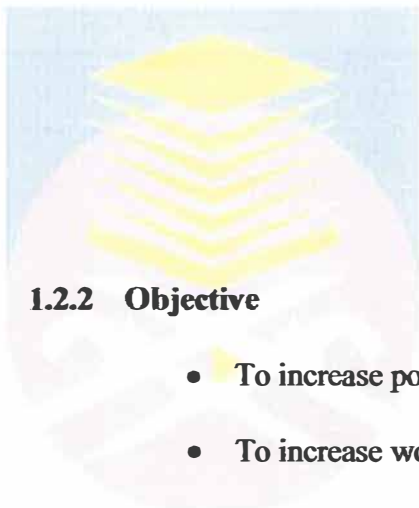
For the PASYS, it has to concern in two area of role which is students and lecturers.

Students

- UITM had target that every student has to meet up with their academic advisor by every semester for getting advice and plan their academic career. By the way, students need to make appointment before consult their advisor by face-to-face.
- Inaccuracy Information
All information what student needs must getting from faculty lecturer. Sometime different lecturer will giving different information to student, it might bring misunderstanding to students

Lecturer

- Inconvenience Since students have to meet up with their academic advisor, lecturers have to arrange their time to meet up with their student one by one.
- Time Consuming Lecturer have to attend class for teaching and also have to handle 30 student or above for academic advice. They not enough time to make appointment with each their student.



1.2.2 Objective

- To increase positive outcome and responsibility in academic advice.
- To increase work efficiency and make it systematically.
- Can increase positive outcome and responsibility in academic advice.

1.2.3 Scope

- Target audience

A lot of university also involves academic advice to improve the quality of student by getting advice from lecturers. When students face the problem may look for lecturer to help them solve the issue. By the way, student can learn

from lecturer. Besides that, students will get the information from faculty when they need the information

➤ Academic advise

It is decision making process also that responsibility between student and advisor, the advisor has to communication and coordinate with student to share their learning experiences. The system is emphasis on academic advice, since every student have to getting advice by advisor, and make appointment is always the most trouble issue



Interface of the system

1.2.4 Hardware and Software Description

1.2.4.1 Hardware Requirement

- **Laptop (ACER A55v Series)**

Asus A55v Series one of Asus product that categorized as personal notebook by Asus Inc. It consist high quality materials including textured aluminum result in great product strength, a solid feel, and sophisticated aesthetics.

1.2.4.2 Software Requirement

- **JavaScript (jQuery)**

JavaScript was formalized in the ECMA Script language standard and is primarily used in the form of client-side JavaScript, implemented as part of a Web browser in order to give enhanced user interfaces and dynamic websites. This enables programmatic access to environment. JQuery is a cross-browser JavaScript library designed to simplify the client-side scripting of HTML.

- **Warm Server/ Wamp**

Wamp Server is a Windows web development environment. It allows creating web applications with Apache2, PHP and a MySQL database. Alongside, PhpMyAdmin allows managing easily the databases. The function by using this software is as the temporary server for the system which is only for simulation not the actual system.

- **Notepad++**

Notepad++ is a free (as in "free speech" and also as in "free beer") source code editor and Notepad replacement that supports several languages. Running in the MS Windows environment, its use is governed by GPL License.

- **Database (MySQL)**

MySQL is a multi-user SQL database management system (DBMS). MySQL is an open source relational database management system. The SQL part of MySQL stands for "Structured Query Language," which is the most common language used to access databases. Information in a MySQL database is stored in the form of related tables. MySQL databases are typically used for web application development and for embedded web applications, and have become a popular due to its speed and reliability and ease of use

- **PHP**

PHP is general-purpose server-side scripting language originally designed for web development, to produce dynamic web pages. It is one of the first developed server-side scripting languages to be embedded into an HTML source document, rather than calling an external file to process data.

- **Adobe Dreamweaver CS6**

Adobe Dreamweaver CS6 is the industry-leading web development tool, enabling users to efficiently design, develop and maintain standards-based websites and applications. Adobe Dreamweaver is available for both OS X platform and Windows. Recent versions have improved support for Web technologies such as CSS, JavaScript, and various server-side scripting languages and frameworks including ASP, ColdFusion, and PHP.



1.2.5 System Flowchart

Structure chart

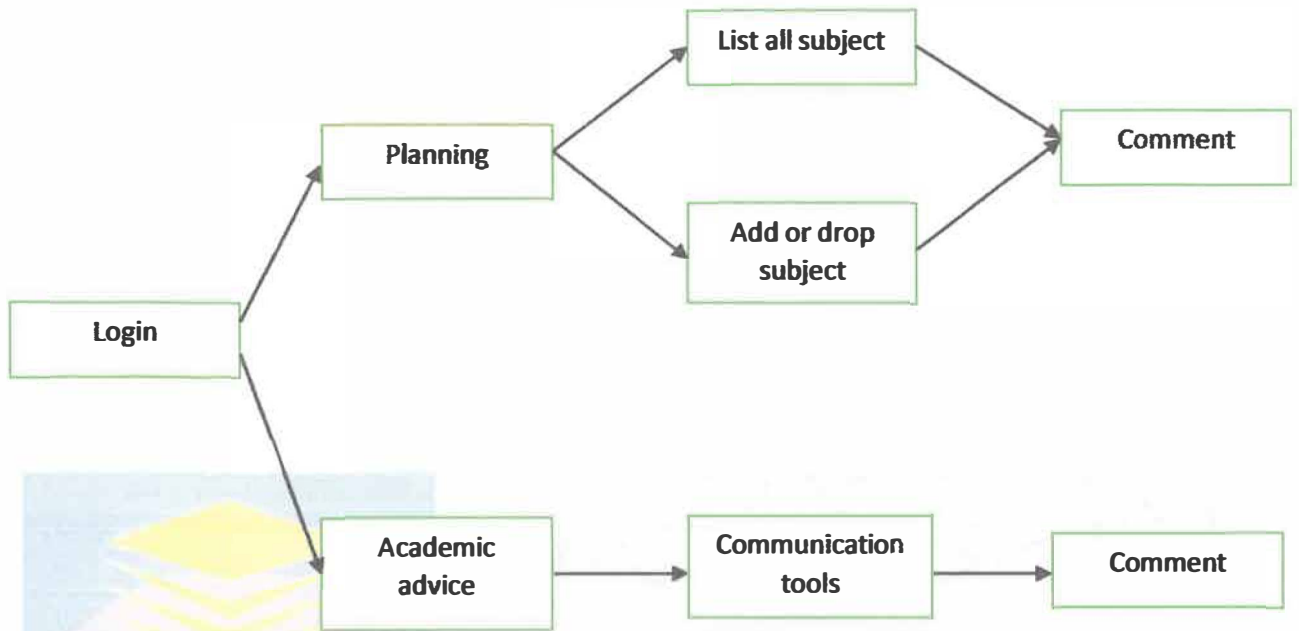


Figure 3.1: Structure chart

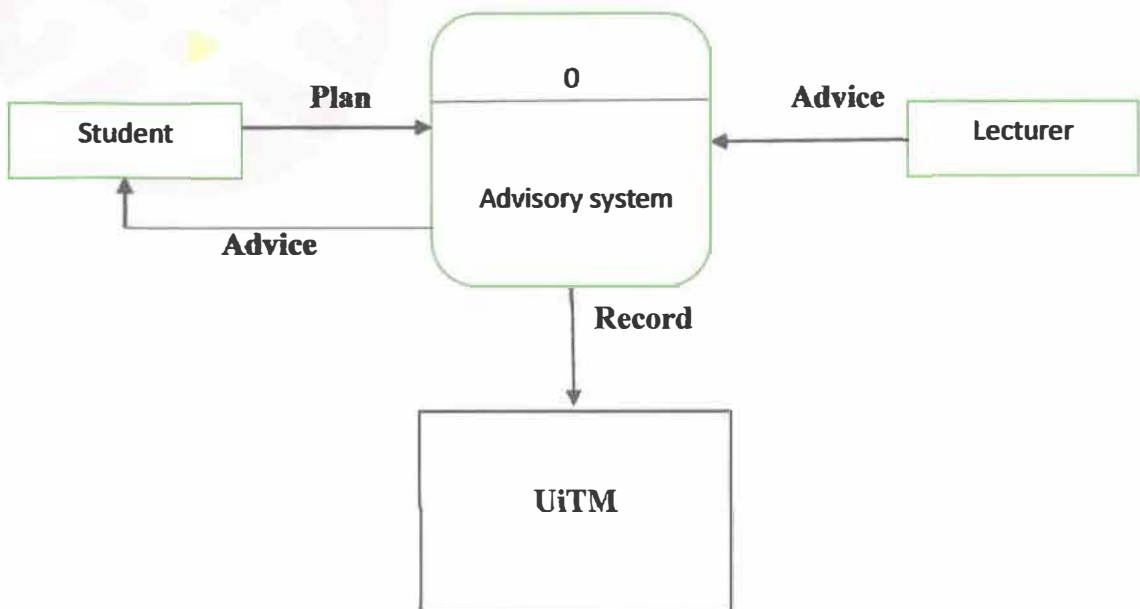


Figure 3.2: context diagram

Entity Relationship Diagram

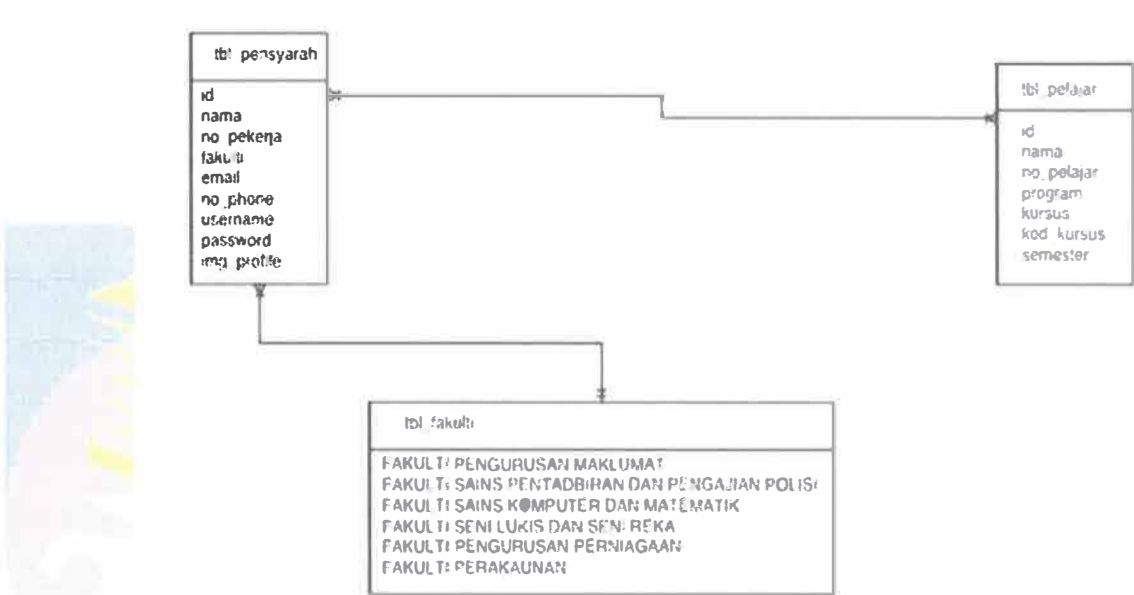


Figure 3.2: Entity Relationship Diagram

Data Flow Diagram

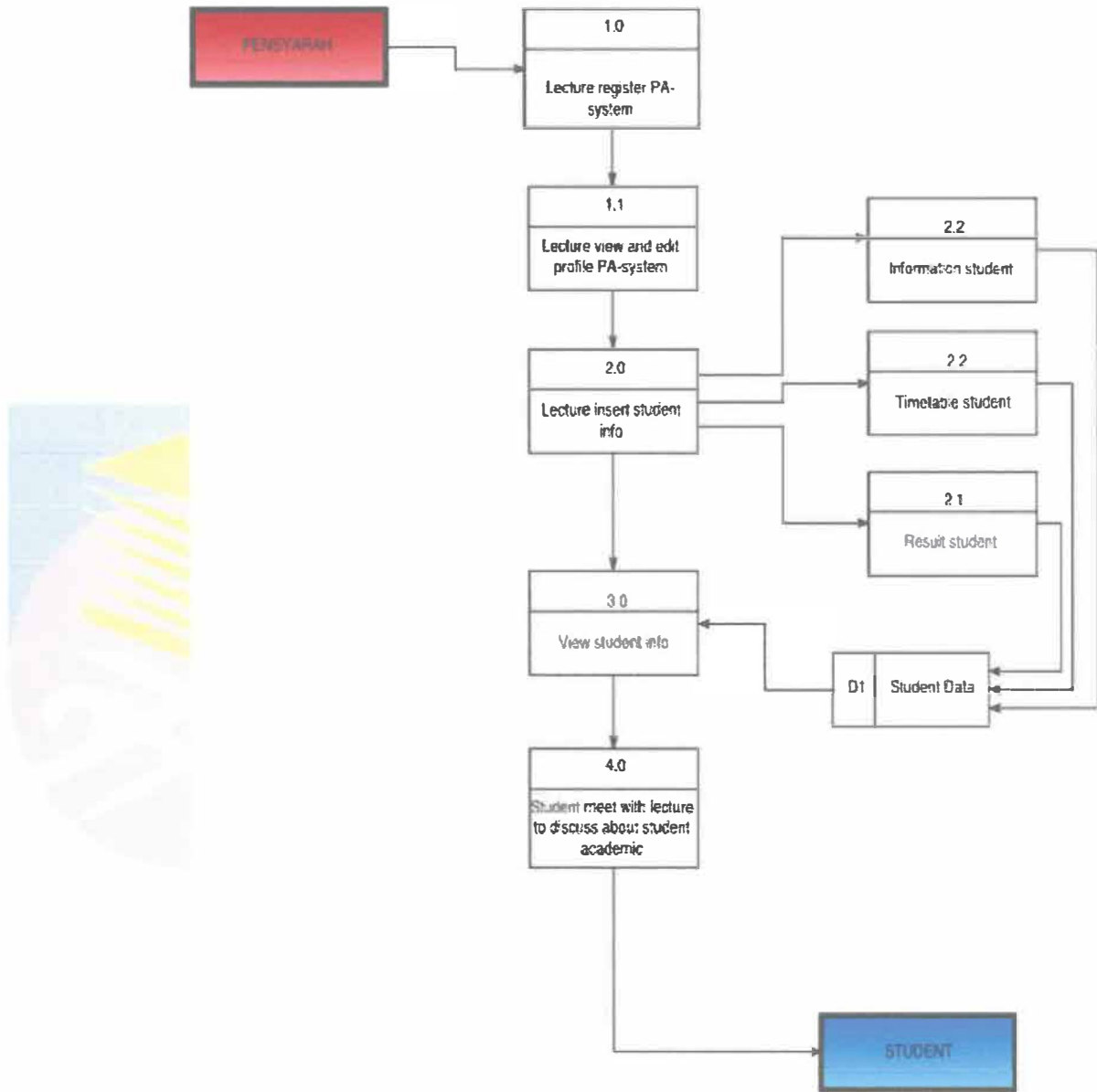
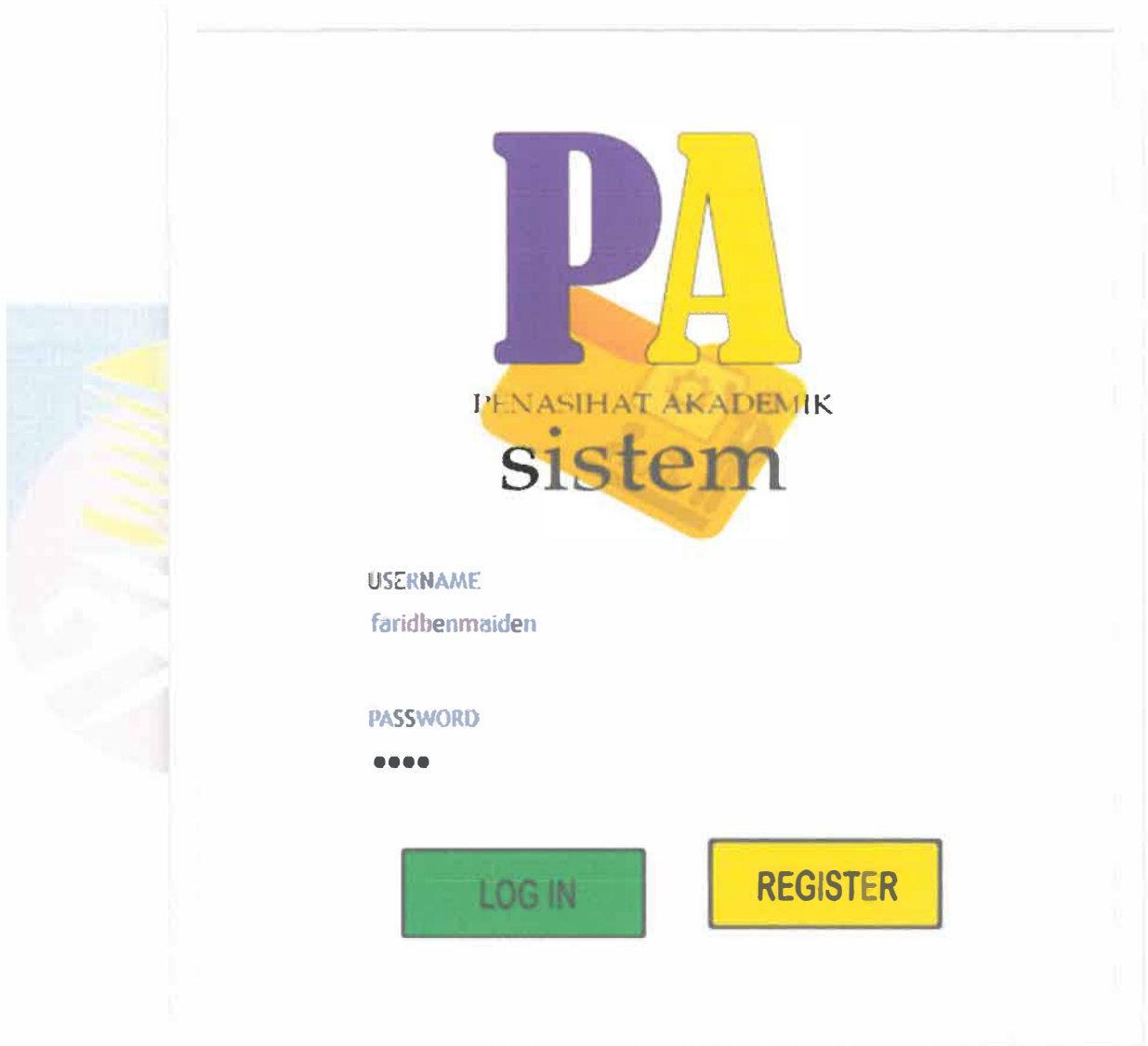


Figure 3.3: Data Flow Diagram

System Functionalities

Login



PA
PENASIHAT AKADEMIK
sistem

USERNAME
faridbenmaiden

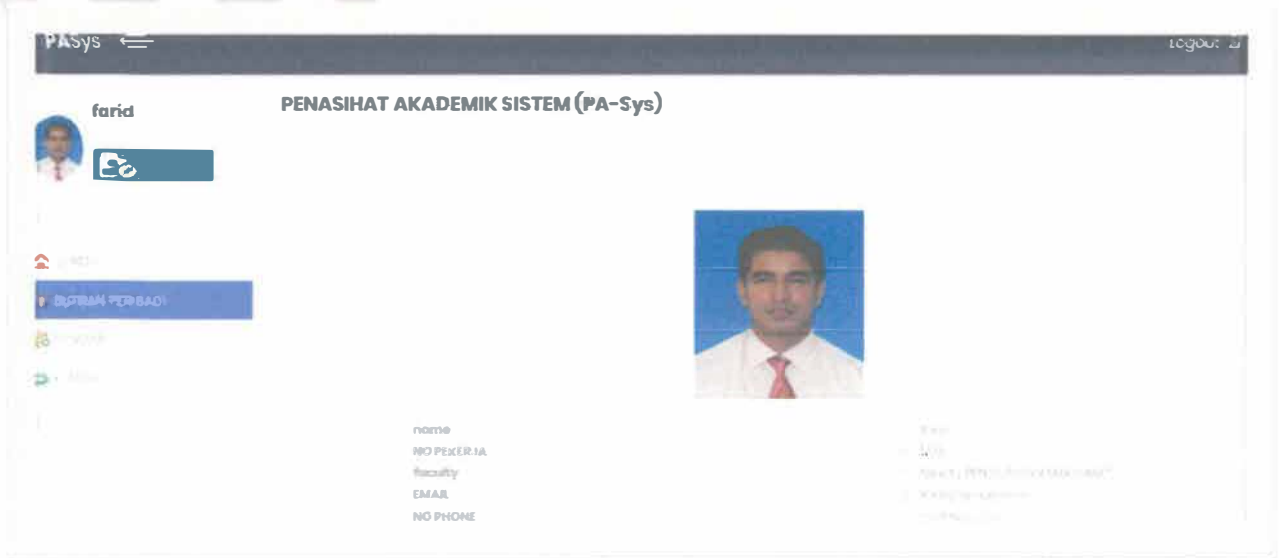
PASSWORD
••••

LOG IN **REGISTER**

Interface



Lecturer details



Lecturer details edit

PROFILE PENSYARAH

➔ KEMBALI

✖ BILANGAN PAM/BUK

🏠 LAMAN UTAMA

MAKLUMAT PENSYARAH

GAMBAR PROFILE*	Browse... No file selected.
NAMA*	FARID
NO PEKERJA*	1234
FAKULTI*	faculty PENGURUSAN MAKLUMAT
EMAIL*	farid@gmail.com
NO FPHONE*	1912983192
KATANAMA*	faridbenmeriden
KATALALUAN*	laki

SIMPAN

Student detail

PA-Sys
19/02/2018

farid

PENASIHAT AKADEMIK SISTEM (PA-Sys)

Logout

- 🔔 NOTIFIKASI
- PELAJAR
- 📁 KURSUS/CLASSES
- 👤 GURU/DOSEN
- 📄 KURSUS/CLASSES
- ➔ KEMBALI

MENU	Akses
SISTEM PA-Sys	👤
PELAKSANA	👤
LITRASI	👤
KURSUS/CLASSES	👤
SISTEM PA-Sys	👤

Student register

DAFTAR PELAJAR

MAKLUMAT PELAJAR

NAMA*

NO. PEKERJA*

PROGRAM*

COURSE*

COURSE CODE*

SEMESTER*

SIMPAN

Edit student

UBAH PELAJAR

MAKLUMAT PELAJAR

NAMA* MOHD SYAHIR HAKIMI BIN ZULKIFLI

NO. PEKERJA* 2015279322

PROGRAM* IM110

COURSE* system anlysis 2

COURSE CODE* ims606

SEMESTER* 6

SIMPAN

Delete student

REKOD BERJAYA DIPADAM!!!

KEMBALI KE LAMAN UTAMA



CHAPTER 4: CONCLUSION

4.1 Application of Knowledge, Skill and Experience in undertaking the task (Knowledge gained)

Along five (5) months practical training in Division of Academic Affairs UiTM Kelantan give a lot of new experience to the trainee. From this session, the trainee got to feel the real situation of becoming one of the staff in Division of Academic Affairs UiTM Kelantan. As been said by the lectures, the true nature of work really different from the way that was learned in the classes.

4.1.1 Interpersonal Skill

This is most of common and one of the most important skills during trainee internship period. This skill helps a person to interact with others in much better and pleasant manner. It is an art to present one's views, thought, and ideas before its listeners. During trainee internship period, it helped trainee to build good report with the other employees who guided me in the best possible manner. The interaction and dealings with the staff helped trainee broaden her social network.

4.1.2 Build the Relationship

In early, it is really awkward to communicate with the other staffs in the department. However, in order to manage the awkwardness between the trainee and the other staffs, the trainee approach and introduce himself to them. Day by Days, then the trainee recognizes that the senior staffs actually are quite friendly with new out comers. They could accept the new members without being of any compromise. So, it is easier for the trainee to communicate with them.

4.2 Personal Thoughts and Opinion

Based on industrial training session, the trainee managed to learn some new working experience from the real working situation that been showed by the Division of Academic Affairs UiTM Kelantan staffs.

- **Proper Self-Management**

A proper self-management help the trainee in handling the entire practical session. During the practical session, a good self-management teaches the trainee to handle the entire task perfectly. Different with having complication with job, it also could increase quality and productivity towards your job and projects because good environment will drive us into improvement in work surrounding.

- **Time Management**

Trainee felt that, a lot of lesson learnt that has been acquired during this training and one of them is time management. A good time management is being showed by most of Division of Academic Affairs UiTM Kelantan staffs. Early come to the office but usually become the last person went to home could be great motivation for the trainee. Most of seniors' staff will come to the office at 7.30 am in the morning. This is because, it will help them to prepare early in order to face a lot of requirement on the days.

- **Communications and Soft Skills**

The main lesson learnt that trainee gained while working under Division of Academic Affairs UiTM Kelantan is communications and soft skills. This communication skill is very important in order to help the trainee being very successful person in life. This thought trainee to become quicker thinker to persuade audiences.

Besides, by meet the student everyday will make the trainee try to communicate with them in different ways since being one of Division of Academic Affairs UiTM Kelantan. This is because, in Division of Academic Affairs UiTM Kelantan there are students come here every day with difference of needs and problems. So, in order to handle and solve their problems, we need to communicate with them with suitable approach based on their situation and problem. A good soft skill will help the trainee in communicate approach and the way to solve any problem occur.

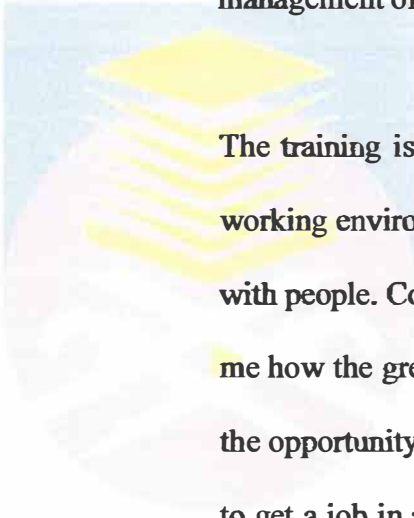
- **Work Experience**

Work experience is important for a fresh graduate student. This is because a valuable opportunity for students to gain experience before getting into the real working world.

With the knowledge, skills and experience it will give students the opportunity to put what they learned into practice. Besides that, work experience also provides the ideal preparation for a future interview, because the student will have examples and experience to bring in an interview. Once have some form of practical experience in the workplace, having overcome a difficult interview questions by using existing knowledge.

4.2.2 Opinion

In my opinion, this industry practical is an important thing as it can trained the skills learned by students in their learning in the lecture hall where it can be applied effectively. This is also a branch to build self-confidence students for the real working world that will be encountered in the future. This is because the industry practical has been to provide appropriate disclosure regarding the ins-outs of preparing students for work in the working environment in the future. In addition, it also has allowed me to know the purpose of the lessons in the management of the resources that i have learned.



The training is not only able to increase my self- confidence to face the real working environment, but also has helped me improve the way I communicate with people. Cooperation in the training of staff is very good and this has taught me how the great sense of cooperation. I feel very proud and fortunate to have the opportunity to undergo training in this industry. This is because at present, to get a job in any organization or company we must have the skills that we're in position.

During 5 month industrial training in Division of Academic Affairs as a Bahagian Hal Ehwal Akademik (HEA), I am satisfied with the cooperation attention and guidance that have been provided by the staff no matter what their rank or position. Knowledge and skills acquired during the practical have helped me a lot in improving the performance capability and identify weaknesses that exist in addition to sharpen the theory learned in college.

4.3 Lesson Learnt

Industry training is a good method in which the process can help students in terms of practical methods, as can students acquire some of the activities and tasks performed so students can know every responsibility and role when training period. In addition the industrial training is very effective because it is the students an opportunity to learn the ins and outs of the world of work and conscious of the tasks around is very good for students, especially to open the minds and brains to be more creative and highly knowledgeable and able to deal with the problem and this problem resulting in an actual work situation.

Industrial training as well, not only helped me in a real work situation even helped me improve the way we communicate with the users. Cooperation between the employees benefit me a lot about the sense of teamwork that has been able to build myself when a good job and have a big impact on me when experienced her future.

During my practical training, is an alternative to myself to be knowledgeable and experienced in myself and to benefit me in terms of progress in carrying out the work assigned when a real job someday. There are some lessons that I have learned during practical training in which it will explain every skill and knowledge that I've learned in the

Division of Academic Affairs as a Bahagian Hal Ehwal Akademik (HEA). Here are the lessons that I learn in:

- **Human Management**

During practical training there are many experiences that I have faced with the different character of people and also different situation. Sometimes the experienced teach me about the conceptual of adopting good behavior. Brave, confident, honesty, hardworking and many more of good behavior should be adopted in our daily life especially when we working with the other peoples. During practical training if I could not do the work, I learn to ask someone or staff to help me to do the works. I also learn to do a work in a group because it can save the energy and time management.

- **Customer Service Department**

The customer service department is the department that gives a lot of skills and also provides many related skills towards effective management. This is because the customer service department managing all the aspects related to the academic user and also parent. The skills learned also had given an insight towards the academic staff main service of severing their user effectively and efficiently where involvement in this particular service had given valuable experience in developing good academic staff competencies.

4.4 Limitation And Recommendation

4.4.1 Limitation

- **Side tasks**

The trainee not only got the tasks based on the system management and development. The trainee was asked to assist the clerks at the front desk of Division of Academic Affairs UiTM Kelantan by facing the student's needs every day.

It may cause misunderstanding between the trainee and students about every information that both of them tried to inform. This is because, the trainee was not given enough information in order to handle the front desk while the clerks were out on the time. Besides, it also may disturb early plan by the trainee which is want to focus on system development on the day.

- **Allowance**

As training in UiTM, there have no allowances that provided for any trainee along five (5) months. That situation quite difficult for trainee to living in such expensive cost living. The HEA should consider as trainee should also pay for their rent house that might cost RM150 per month per head. Additionally, the loan from Perbadanan Tabung Pengajian Pendidikan (PTPTN) was ended as there have problem in early agreement. The trainee needs to look for other alternative in other to gather extra money as they don't have any job to be work.

- **Lack of using technology**

The staff in HEA also still lacking in using the technology that need practiced to enhance their skills and knowledge's.

- **Lack of IT Staff**

Besides, during internship, the trainee had been hard the time to communicate with the staff in consultation about system development. The trainee also can't get enough information to complete their task regarding of the lack of IT staff.

- **Lack of space**

The file room has many of documents that need to dispose follow the date. The record or documents in file room at HEA department are not organized well and not follow the record keeping procedures which are current record, semi current records and non-current records. The documents in HEA mostly not rearrange in the file follow the order such the file administration, student file and more.

4.4.2 Recommendations

- **Side tasks**

Assisting front desk of Division of Academic Affairs UiTM Kelantan may give an opportunity to the trainee in order to discover broader of their job scope so that they would gain more valuable information and experience to be used for their work. But first, Division of Academic Affairs UiTM Kelantan should provide enough information

to the trainee in order to improve the knowledge while cooperate with the clerks and students in front desk.

- **Allowances**

Division of Academic Affairs UiTM Kelantan should consider by giving the allowances to the trainee. This is because of the high cost living with there is no other space for student to make part time work as they must attending very packed training that has been provide to them. So that, the organizations should revise back this matter as to contented the trainee feeling and does not feel worry about the money needed to survive. The organizations also should reflect back by given allowances to trainee for overall duration of their internship.

- **Using technology**

The department need hire the expertise that has more experiences and skills to handle the information technology activities in the HEA

- **Lack of Space**

To make sure all the record students can be save in the academic affairs, I recommend that the academic affairs need to change their arrangement of the file room student.

Conclusion

Overall, the industry training undertaken by students in their final semester is very especially for me. With industry training, it is a platform for me to get to know the real scope of work and wider. In addition, the knowledge acquired during studies at UiTM fully applied in the world of work. The difference in the current study in UiTM and practical training is widely divergent, especially how to communicate with the outside.

A more mature style of communication is something that I get to improve my communication skills. Therefore, this training was very good and should continue to produce graduates better quality in line with the government's intention to create dynamic professionals. During the industrial training in the Bahagian Hal Ehwal Akademik (HEA) UiTM Kampus Machang, a lot of knowledge and new experiences I had when I do work in the office. This knowledge and experience is useful to develop themselves and help to facilitate future.

I also have a lot exposed to various activities and tasks in this department are indirectly i also know every responsibility and role of each employee in the department. Exposure to the real working environment is good for the student especially to open their minds to be more creative and knowledgeable. Students can also identify and address the problems that often arise in a real work situation.

Even the many challenges that have been encountered by each student during the training varies from one industry to another, but what is important is that one should be more positive in the face of every situation so that the experience gained can be used in the future. Lastly, I express all my gratitude to all the Bahagian Hal Ehwal Akademik (HEA)

staffs, from all level of the management for their support, cooperation, guidance and advice in order to help me finishing my practical training successfully. I hoped that in the future the valuable knowledge gained in Bahagian Hal Ehwal Akademik (HEA) will be able to provide a steady and good development in continuing to serve the UiTM community with pride.



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References

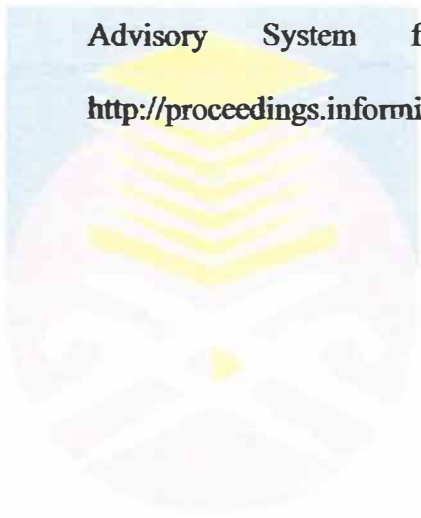
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FIST MMU (2010) FIST: MMU: MELAKA – Academic Advisory System Guidelines. Retrieved July 1, 2010 from <http://fist.mmu.edu.my/?page=52>

Kerk Rui Xiang (2011) Student Planning and Advisory System (SPAS)

JANUARY 2011

Proceedings of Informing Science and IT Education Joint Conference (2007) Towards a Student Advisory System for E-learning Retrieved July 1, 2010 from <http://proceedings.informingscience.org/InSITE2007/InSITE07p049-056Saad391.pdf>



APPENDICES











UiTM sentiasa
Di Ku



Sijil Penghargaan

Adalah Diperakui Bahawa
MOHAMAD FARID BIN MOHAMAD HAIDIN
(941205-03-6301)

Telah Memberi Sumbangan dan Kerjasama Sebagai
SUKARELAWAN ISTIADAT KONVOKESYEN UiTM KE 87
UiTM CAWANGAN KELANTAN

Yang Telah Berlangsung Pada

25 – 26 OKTOBER 2017

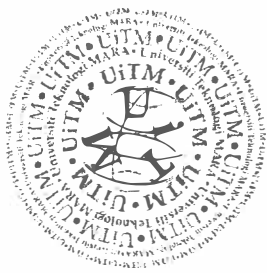
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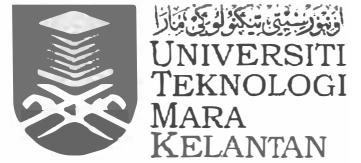
Anjuran

UiTM CAWANGAN KELANTAN

.....
Dr. Haji Tuan Mohd Rosli Tuan Hassan
Rektor
UiTM Cawangan Kelantan



UiTM Sentiasa
Di  Ku



Sijil Penghargaan

Adalah Diperakui Bahawa

**MOHAMAD FARID BIN MOHAMAD HAIDIN
940820135593**

Telah Memberi Sumbangan dan Kerjasama Sebagai

**Pemimpin Minggu Destini Siswa
Sesi Mac – Julai 2018 (Diploma Interim)**

Yang Telah Berlangsung Pada

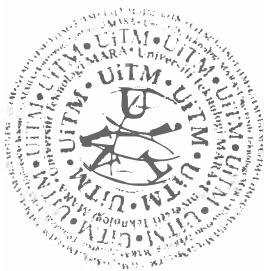
02 – 05 Januari 2018

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UiTM Cawangan Kelantan

Anjuran

**Unit Kepimpinan Pelajar (UKP) , Bahagian Hal Ehwal Pelajar
UiTMCK Kampus Machang**



**DR SHAHSUZAN BIN ZAKARIA
Timbalan Rektor Hal Ehwal Pelajar**



UNIVERSITI TEKNOLOGI MARA

Sijil Penghargaan

*Setinggi-tinggi penghargaan dan tahniah
kepada*

**MOHAMAD FARID BIN MOHAMAD HAIDIN
2015278706**

atas sumbangan sebagai

SETIAUSAHA

sempena

**MINGGU DESTINI SISWA SESI JANUARI 2018
UiTM CAWANGAN KELANTAN
2 - 5 JANUARI 2018**



DR. SHAHSUZAN ZAKARIA
Timbalan Rektor
Hal Ehwal Pelajar

LOG BOOK

NO: NAME: *Muhammad Farid b Muhammad Hairidin* **2**

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I/C: AGE: SEX:

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UNIVERSITI TEKNOLOGI MARA

NO: NAME: *Muhammad Farid b Muhammad Hairidin* **1**

DEPT: *HEA* SECT: *OGD - 019 2017*

FOR THE MONTH OF *OGOS* YEARS *2017*

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20	07:55			17:02			
21	08:02			15:32			
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25	07:50			18:42			
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FOR THE MONTH OF <i>Sept</i> YEARS <i>2017</i>							
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NO: NAME: Mohamad Farid b. Muhammad Haidin **2**

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NO: NAME: Mohamad Farid b. Muhammad Haidin **1**

DEPT: SECT:

FOR THE MONTH OF October YEARS 2017

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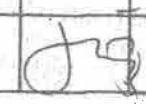


**UNIVERSITI
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NO:	NAME: Mohamad Fariq b Mohamad Haichin 1		
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FOR THE MONTH OF November YEARS 2017

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6	8:18:24 am			17:12 pm			
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NO:	NAME: Mohamad Faid b. Mohamad Haidin 1
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FOR THE MONTH OF <u>December</u> YEARS <u>2017</u>	

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13	8.00am			17.00			
14							
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DATE: 1/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Interview by dr	
Solving the problem of the laptop that cannot be read for window 10	
Managing the ConvoKasgen file from past year with supervisor	
Helping the staff with shared the file that are no longer used.	C J.

DATE: 2/2/2020

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Finishing the ~~see~~ update of laptop that has a problem

helping the staff in the computer H&A

Lifting the old stuff to the archive room such as old file, old book and closet

Signature

DATE: 2/2/2020

EXTRACT NATURE OF WORK DONE

SUPERVISOR REMARKS

Helping the staff in arranging the meeting room

Setup laptop and projector

Helping the staff in counter

Sending the ~~ink~~ printer ink to the ~~at~~ Pusat Islam department

Signature

DATE: 6/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Send the duty report to the Madam Annisa	
<p>Meeting with Dr Ghazali.</p> <p>It is about the special project that has been giving by each practical member</p> <ul style="list-style-type: none"> - E-Super - ATP - Amalan tugas persemb - Audit system - PA system - 	
Helping the staff in the Center	


Dr. Ghazali
 Pengajar
 Bahagian Pendidikan Akademik
 UTM Cawangan Kelantan,
 Kampus Machang

DATE: 7/8/2017


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
berkhidmat di bilik HCA pada pukul 8:00 - 1:00	
bantuan penggunaan bilik kuliah (Google Docs)	
<p>Menyusun kabinet ke bilik penyimpanan rekod kerana audit datang ke (HEA)</p>	
Format laptop che Xsrm	

Dr. Ghazali
 Pengajar
 Bahagian Pendidikan Akademik
 UTM Cawangan Kelantan,
 Kampus Machang

DATE: 3/8/17

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
observation the department	
manajemen	
Helping the staff in the counter	
Finishing the go google docs which is <u>kaji</u> <u>selidik</u> <u>penggunaan</u> <u>bilik</u> <u>kuarah</u> that has been request by <u>Che</u> <u>Imran</u>	

DATE: 1/8/17

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
observation	
Helping the staff in the counter	
Managing the meeting room in HEA department such as - set up laptop - setup projektor	
Helping the staff with key in the student data that has been finish or graduate into disposing <u>site</u> information for file system	

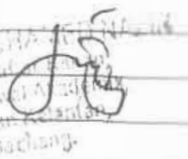
ATE: 10/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Account filing process with not paper & read register (automation)	
Do the filing process in order to his pose " " " " record (automation)	
Helping the staff in the counter	
Continue the filing process	<p>LAJENAH ENTI MOHAMMED NAZIR Pegawai Layanan Pelanggan & Teknik, Unit Cawangan Kelantan, Kuala Lumpur, Malaysia.</p>

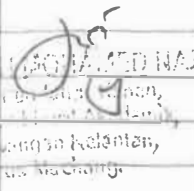
DATE: 13/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the work place in order to make it find the problem and solve it	
laminating the sign of block D places such as - Toilet - Surau - class class room - etc.	
Do the to disposing process by key in the student's student name.	<p>LAJENAH ENTI MOHAMMED NAZIR Pegawai Layanan Pelanggan & Teknik, Unit Cawangan Kelantan, Kuala Lumpur, Malaysia.</p>

DATE: 14/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace.	
Helping the staff in the counter	
Do the disposing process by key in the student name	
Send the boxes that contain the student file that has been finish to the file room	

DATE: 15/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping the staff in the counter	
Do the filling process in order to dispose the student record (autoenter)	
Managing the meeting room in HEA department.	
- Setup laptop	
- Setup Setup Projector	


DATE: 16/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping the staff in the counter	
Do the phone call to the Pre Diploma student in order to announce the changes of the date for registration.	
It is 2/a/2017 to the 4/a/2017	
	<p style="text-align: center;"><i>[Signature]</i> AMIR HAZID NAZIR <small>Penolong Pegawai Akademik, Bahagian Pendidikan dan Latihan, Unit Cawangan Kelantan, Kampus Kota Bharu</small></p>

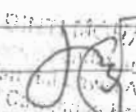
DATE: 17/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping Helping the staff in the counter	
	<p style="text-align: center;"><i>[Signature]</i> AMIR HAZID NAZIR <small>Penolong Pegawai Akademik, Bahagian Pendidikan dan Latihan, Unit Cawangan Kelantan, Kampus Kota Bharu</small></p>


DATE: 20/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping the staff in the counter	
Find and move the student file that has been graduate in order to dispose it.	
key in the student information in a system that need to be dispose (automation)	
	 M. NAZIR Dosen Tetap Fakultas Keguruan dan Ilmu Pendidikan Universitas Islam Sumatera Utara Medan

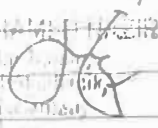
DATE: 21/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping the staff in the counter	
key in the student information to the system in order to dispose (automation)	
Bring the boxes that contain student file to the file room	
Take the food from the cafeteria to the meeting room	
Helping the supervisor computer because it cannot be start up	 M. NAZIR Dosen Tetap Fakultas Keguruan dan Ilmu Pendidikan Universitas Islam Sumatera Utara Medan

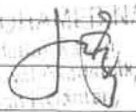
DATE: 22/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping the staff in the counter	
E Evaluate the student name that does not send the convolution shirt.	
	<p>NAJIBAH BINTI Bahagian Pendidikan MARA</p> <p>ABD NAZIQ</p> 


DATE: 23/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping the staff in the counter	
Gathering the information about the PA system with Dr. Ghazali	
	<p>ABD NAZIQ</p> 

DATE: 24/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Go to the Anjung Seri Room which is the room where Convekesyen shirt has been placed and we need it is need to located and find the unreturning Convekesyen room.	
Count the bag that Convekesyen bag that are ready to be use.	
Separate the convekesyen shirt within the diploma & degree	
<p style="text-align: right;">NABAH MELINDAZIR</p> 	

DATE: 27/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Help the staff in the counter	
Go to the Anjung Seri Room to update the numbers of convekesyen shirt.	

DATE: 25/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Help the staff in the counter	
Do the	
update the number of the counter/sign room	
Do the filling process (automation)	
I.A. HADIS NAZIR	I.A. HADIS NAZIR

DATE: 26/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Help the staff in counter	
Do the filling process (automation)	
	I.A. HADIS NAZIR

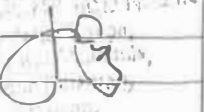
DATE: 30/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Go to the Anjung Savi Room	


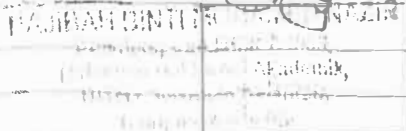
DATE: 5/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
gathering the information about the PA system	

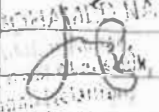
DATE: 6/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Laminate the sign of the places at the Block D such as <ul style="list-style-type: none">- Toilet- Surau- Classroom	
Helping the staff at the counter	


DATE: 7/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	
Do the observation toward the workplace.	
Continue the laminating sign of the block D.	
	


DATE: 11/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the center	
Stick the sign that has been laminate at the block D	
	HAJIBAN HAZIR Penyelia Bahagian KEMAJLISAN KEMAJLISAN KEMAJLISAN
	

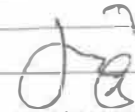
DATE: 12/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Continue laminating	
Helping the staff at the center	
	HAJIBAN HAZIR Penyelia Bahagian KEMAJLISAN KEMAJLISAN KEMAJLISAN

DATE: 13/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping staff at the counter	 MED NAZIR

DATE: 14/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping staff at the counter	
Lifting the boxes that contain AG Paper from Dewan Professional stor to HEA stor	 MED NAZIR

DATE 18/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping the staff at the counter	

DATE 19/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping the staff at the counter	

DATE: 24/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation	

DATE: 25/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	

DATE: 26/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Observation towards the workplace	
	[Signature]

DATE: 27/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
observation towards the workplace	
	[Signature]

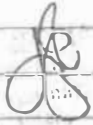
DATE: 28/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	


DATE: 1/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS


DATE : 4/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	


DATE : 6/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
	<p>TAJEMAH <small>PELAKSAMA PENYUSUNAN UJI KEMAHIRAN</small></p>


DATE: 8/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards workplace	
Go to Dewan Pro at in order to count the convolution shirt for the second time	


DATE: 8/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	
Continue counting the convolution shirt	

DATE: 10/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
	


DATE: 11/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
	

DATE: 12/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward workplace	
Helping the staff at the counter	
Do the office work such as printing the project form for the student.	
	

DATE: 15/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Go do the Dewan Pro	
- Arranging the convocation shirt that newly arrived	
Stick the name of the convocation student to their transcript.	
Lifting the boxes of transcript to the meeting room	

DATE: 22/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"	
Go to the Dewan Pro in order to prepare the convocation shirt	<p>HAJIBAH BINTI HUSNIZAH Bahagian Penyelenggaraan Kampus</p>

DATE: 23/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"	
"	
"	


DATE: 24/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Go to Dawson Professional in order to give the convolution shirt.	
	[Signature]

DATE: 25/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Prepare the convolution shirt in order to the deliver to the student.	
Sort the convolution shirt that has been sent by student according size.	[Signature]

DATE: 30/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Helping the staff at the counter	
photo copying form	
	

DATE: 31/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
"	
"	

DATE: 1/11/2017


EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
// Do the observation towards the workplace	
// Helping the staff at the counter.	
update the komputer chit number in order to send it to UTM skah at Alan	

[Signature]
Kamp's ...


DATE: 2/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
//	
//	

DATE: 9/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward the workplace	
Continue the dispose work of the student file in a file file room in HEA	
	

DATE: 14/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation toward workplace	
lifting the HQ paper from stor to the HEA.	
	 Naziha Mahmud Nizam Nizam Nizam

DATE: 15/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	


LADIBAN

Behavior Unit
Kampar



DATE: 20/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the counter	




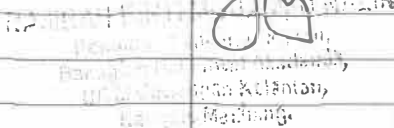
DATE: 21/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Helping the staff at the end counter ✓	
	Mills 21/11/17

DATE: 22/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation 1	

DATE: 23/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do the observation towards the workplace	
Helping the staff at the car Counter	
Continue the arranging the old file from	
	

DATE: _____

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS