



UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT

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

SPECIAL PROJECT:  
(Meeting Room Booking System)

BY  
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2015228856

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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**BY  
MUHAMMAD FIRDAUS BIN ZAINAL AKKENEN**

**FACULTY SUPERVISOR  
NUR SHALIZA SAPIAI**

**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 PENYELIDIKAN JARINGAN INDUSTRI & ALUMNI  
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

**MUHAMMAD FIRDAUS BIN ZAINAL AKKANEN 2015228856**

**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 PJIA department in UITM Kelantan. It is because they allowed for giving me the occasion to undergo my internship for 5 months. Starting from 1 August 2017 until 31 December 2017. I also would like to express my great appreciation and gratitude to my host company supervisor, DR. Wan Fairos Binti Wan YaaCOB 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 improved 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.

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## **ABSTRACT**

As we know industry training is in fact it is one of the compulsory subjects for all students as a condition for obtaining certificate or degree in information system management. The main importance of industrial training is to expose students to the working environment in industry. So, it will enable students to understand the theories studied with more detailed and hands on practice within a real job situation.

Through this industrial training, all students will be given exposure fully within the real job situation. In addition, it can help students to gain their self-confidence and discover their own ability. It can also be preparation or a preview to working environment later in future. In addition, students also participate in team work from different ages in which we need more mature and open-minded when at work. Students will also be able to familiarize themselves with receiving the advice and comply with all directions given employers and able to do a job that is entrusted with complete besides being responsible and dedicated employees. Students will be able to foster the spirit is always there to do almost any job and indirect new students also gain experience in their respective fields before to face real working environment.

At the same time, industrial training can also nurture a student's leadership ability and responsibility to perform or execute the given task. Besides of that, the student will be more disciplined to follow rules and regulations when conducting industrial training. They would be trained for proper schedule planning and time management. This situation will be fostered responsibly and independent to students. Finally, through this industrial training student can take this as a challenge and test their perseverance and thinking abilities when facing a decision making situation.

Industrial Training is a great and invaluable experience for students.

# **CHAPTER 1:**

# **INTRODUCTION**

## **1.0. Introduction to Industrial Training**

The Industrial training student who receives industrial training is responsible to complete the project and tasks given by the organization within the time. Hence, Industrial trainings provide real world experience to those looking to explore or gain relevant knowledge and skills require entering into particular career field. Industrial training 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. In order to complete the requirement of industrial training, the student has chosen Bahagian Penyelidikan Jaringan Industri & Alumni (BPJIA) department in UITM Kelantan organization. Starting 1/8/2017 and it is ended 31/12/2017. The student starts their routine as an Industrial training student for five months. In BPJIA department, the Industrial training student has been place under engineering department in ICT unit. During the Industrial training program, the knowledge and experience that I gained in BPJIA department is useful to student itself. It is will help the student when they want to pursue their professional career in the future. Henceforth, there is a lot of information that has been exposed to the Industrial training student where it is cannot be find during study in university.

During the Industrial training period. The student been have proposed a projects which is Meeting Room Booking System. The system is created to replace the current paper base booking system where user need to write their information by hand in order to use the Meeting Room. After the Industrial training student has been given a task, it should have completed the system in a period of time given in order to be use by the user in the department staff that will solve their problem, it is include designing the interface. The system that need to be done is partially take the longest time to complete it because there is a lot of student record that need to be manage. Despite that, the Industrial training student need to do the office job that has been supervise by supervisor in department. For example, helping the other staff with their PC problem, key in the student record, managing the record and more. Lastly, at the end of the Industrial training programs, the student need to left the system that has been fully completed to the supervisor in order to utilize it and benefitting the organization.

## **1.1. Objective of Industrial Training**

Besides to finish the course provided in the faculty of information management the objective of industrial training is :

- To provide students the opportunity to test their interest in a particular career before permanent commitments are made.
- To develop skills in the application of theory to practical work situations.
- To develop skills and techniques directly applicable to their careers.
- Industrial trainings will increase a student's sense of responsibility and good work habits.
- To expose students to real work environment experience, gain knowledge in writing report in technical works/projects.
- Industrial training students will have higher levels of academic performance.
- Industrial training programs will increase student earning potential upon graduation.
- To build the strength, teamwork spirit and self-confidence in student's life.
- To enhance the ability to improve student's creativity skills and sharing ideas.
- To build a good communication skill with group of workers and learn to learn proper behavior of corporate life in industrial sector.
- The student will be able instilled with good moral values such as responsibility, commitment and trustworthy during their training.

## 1.2. History of UiTM Kelantan. (Machang Campus)



Figure 1: View of UiTM Kelantan Machang Campus

University of Technology MARA Kelantan Machang Campus 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 at Kijang Camp located approximately 8 kilometers from Kota Bharu town owned by Majlis Pengakap Negeri Kelantan (Kelantan Scout Council). The renovations of some old buildings and the construction of new buildings were funded by the Central Government at a cost of RM 1.5 million. UITMCK is growing rapidly in its quest to become a premier higher learning center in Kelantan and always strives to make UiTM a World Class University. UiTM Kelantan Branch is growing with the establishment of the Kota Bharu Campus in July 2007.

The history of University of Technology MARA began in 1956 until 1965 as Dewan Latihan RIDA (RIDA Training Centre). According to UiTM's Official website, RIDA (Rural & Industrial Development Authority) Training Centre was the inspiration of Dato' Onn Ja'afar, the founder and former president of United Malays National Organisation (UMNO). The idea was conceived as a result of a study visit to Ceylon in 1951 (now Sri Lanka) to look into its rural development programme in 1951. A resulting working paper outlined the establishment of RIDA (Rural and Industrial Development Authority) and its objectives of rebuilding the rural society, as

well as improving rural the community's economy. There were two centers under the auspices of RIDA which are Taman Asuhan RIDA (Kuala Lumpur) and Dewan Latehan RIDA (Petaling Jaya). Dewan Latehan RIDA began operations in November 1956 under its first principal, Tuan Syed Alwi bin Syed Sheikh Alhadi. It was officially opened by Dr Ismail bin Dato' Abdul Rahman, the Minister for Trade and Industry on 14 February 1957.

Dewan Latehan RIDA conducted several external professional courses offered by established international bodies, such as the London Chamber of Commerce, the Australian Chartered Secretaryship, the Australian Society of Accountants and the British Institute of Management. In 1964, Dewan Latehan RIDA held its first convocation and 50 graduates were awarded certificates by Tun Abdul Razak, the then Deputy Prime Minister of Malaysia. Dewan Latehan RIDA became known as Maktab MARA or MARA College, in June 1965. The name change also meant that the college no longer operated under RIDA, instead became the most important unit of the MARA Training Division.

MARA, which stands for "Majlis Amanah Rakyat" or the Council of Trust for the Indigenous People took over and strengthened the role and responsibilities of RIDA. In 1966, when the British Institute of Management ceased conducting external examinations, MARA College began running its own Diploma in Business Studies. International recognition for the course came from Ealing Technical College of London, which also became its external examiner. This linkage with an internationally established institution proved to be the first of many future linkages, a tradition that started in 1956 with Dewan Latehan RIDA, and still continues until today in UiTM. MARA College was officially renamed Institut Teknologi MARA on 14 October 1967. Its establishment came as a response to a crucial need in the country for trained manpower at professional and semi-professional levels, especially among bumiputeras. This shortage was identified through a manpower survey conducted by the government in 1965 collaboration with the United Nations.

ITM's rapid development during those years had come about with the expansion of its educational programmes, which were in line with the requirements of an increasingly demanding job market. Many courses were internationally affiliated and the institute offered advanced diploma courses, which were the equivalent to general degrees.

ITM's development is best seen from three phases that spanned a period of 32 years. The first phase (1967-1976) came with the declaration of the institute as an autonomous body with its own 300-acre campus in Shah Alam, and was placed under the Ministry of Rural Development.

The second phase (1976-1996) saw ITM rapidly harnessing its potential as an institution of higher learning. It led to the passing of the ITM Act of 1976 that placed the institute directly under the Ministry of Education.

The third phase (1996-1999) came about as a result of an amendment to the 1976 Act which put ITM on par with all the universities in the country. For functional purposes, ITM was granted all the powers of a university. But its historical name was retained until August 26, 1999. The main areas of change are as follows:

- The governing body of ITM, the Council, was converted into the Board of Directors with a larger private sector representation than before;
- The Board of Directors was given the power to enact on behalf of the Institute;
- A Senate was created;
- Many principal officers of ITM were re-designated. The Director was renamed Rector, the Head of Campus became the Provost, while Principal and Senior Lecturers were re-designated as Professors and Associate Professors, respectively;
- Each School was redesignated as a Faculty;
- ITM was given the power to confer degrees up to Ph.D' level;
- ITM was given the unique power to establish courses and campuses abroad with permission from the Minister of Education;
- The Institute was conferred additional powers to enable it to conduct business, invest in shares, set up companies and engage in commercial research;
- Disciplinary powers over staff were transferred from the Minister to the Board of Directors;
- To improve staff accountability, the Institute was bestowed the power to impose a surcharge; and
- The procedural rights of students in disciplinary proceedings were strengthened.

In August 1999, the then Prime Minister of Malaysia, YAB Dato' Seri Dr Mahathir Mohamad announced the change in name of ITM to Universiti Teknologi MARA (UiTM). With such acknowledgement from the government, a major restructuring exercise was carried out in order to consolidate the University's resources for optimum productivity. UiTM aspires to be world class in all its endeavours and forges ahead in a direction that is in tandem with the latest developments in the world. As UiTM moves forward, it remains focused on academic excellence, innovation, socio-economic goals, worldwide accreditation, globalisation and new technologies in order to contribute to industry and national development.

Act 173 was drafted in conjunction with the establishment of UiTM. It is deemed essential as the Act provides guidelines for maintenance and smooth administration as well as other pertaining matters. The Act also serves as an acknowledgement of the institution's transition from an institute to a university, and the authority bestowed upon it to function like any other university. This includes the offering of courses of studies and the conferment of degrees at all levels..

### **1.3. Vision**

Strengthening Management and Organizational Development in providing Quality Education, Expertise and Consultancy, Community Service, Research and Innovation with the values based on ethics and professionalism.

### **1.4. Mission**

Make a superior State Campus and a leader in all areas of professional and academic scholarship.

## 1.5. Objectives

1. Reach 40% of the number of full-time students attain CGPA of at least 3.00
2. Ensure at least 20 research and consultancy registered every year.
3. Achieve a ratio of 20 students for every full-time academic staff in 2015
4. Achieving academic staff involvement in writing or scholarly publication on the basis of one per faculty per year.

## 1.6. Uitm map



Figure 2: shows the map of the UiTM

## 1.7. 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

## **1.8. 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

## **1.9. UiTM Machang Customer Charter**

For all customers of UiTM :

- Student
- Staff
- Parents
- Industry and
- The stakeholders

**1.10. 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.

## CARTA ORGANISASI UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN

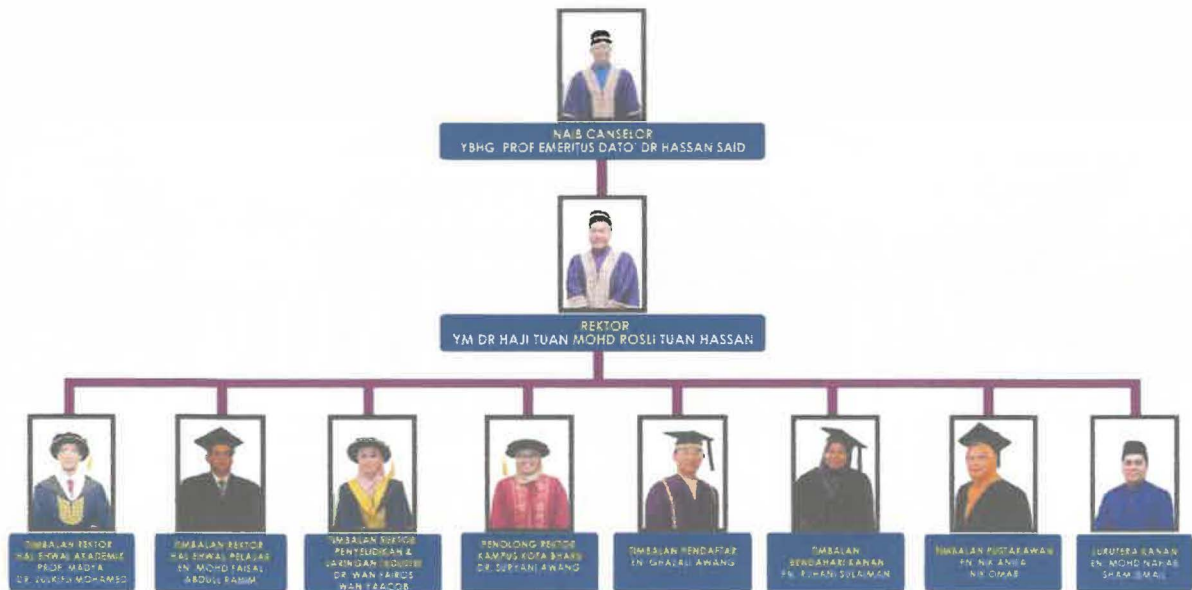


Figure 3. shows UITM organizational chart

**CHAPTER 2 :**

**ORGANIZATION**

**INFORMATION**



Figure 4: BPJIA UiTM Kelantan

## 2.0. Departmental Structure

The main function of the Department of Penyelidikan Jaringan Industri & Alumni Kelantan is to manage matters relating to research, writing, publishing, entrepreneurship, consultation, industry relations, alumni network, intellectual property protection and commercialization. The PJI Division also serves to assist lecturers in the field of writing by enhancing the value-added of research results for publication in high-impact journals. Collaboration with various agencies such as government agencies, private organizations and communities to provide programs that can enhance graduates' talent marketability and generate research opportunities, and provide community services to surrounding people. Department of Penyelidikan Jaringan Industri & Alumni Kelantan is split into 6 small divisions which is MASMED, ICAN, General Administration, URMI, PERC and Hub Media Kreatif.



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TEKNOLOGI  
MARA

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graph TD
    Rector[REKTOR  
Dr. Haji Tuan Mohd Rosli Tuan Hassan] --> DeputyRector[TIMBALAN REKTOR  
PENYELIDIKAN, JARINGAN  
INDUSTRI & ALUMNI  
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    DeputyRector --> Dean[KOORDINATOR BAHAS  
Prof. Madya Roslan Ab Rahim]
    DeputyRector --> Dean2[KOORDINATOR ILMU  
Dr. Khalid Abdul Wahid]
    DeputyRector --> ViceDean[PENTAKURBAN AJAM]
    DeputyRector --> ViceDean2[KOORDINATOR ILMU  
Dr. Syerina Azlin Md Nasir]
    DeputyRector --> Manager[PENGERUSI PERC  
( kosong )]
    DeputyRector --> Media[KOOR. HUB MEDIA KREATIF  
En. Mohd Faizal Ramli]
    Dean --> Dean2_1[Koordinatur Tunas Mekar  
Raja Norazila Raja Mohd Yusoff]
    Dean2 --> Department1[Penyelaar Bahasa Perancis  
( kosong )]
    Dean2 --> Department2[Penyelaar ke Bahasa Melayu  
Dr. Khalid Abdul Wahid]
    Dean2 --> Department3[Penyelaar Bahasa Indonesia  
En. Sarman Mohamad]
    Dean2 --> Department4[Penyelaar Bahasa Arab  
Dr. Yusri Huzaimi Mat Jusoh]
    Dean2 --> Department5[Penyelaar PPKL  
Rosetiza Hamid]
    ViceDean2 --> Department6[Penyelaar Penyelidikan & Kajian  
Dr. Syerina Azlin Md Nasir]
    ViceDean2 --> Department7[Penyelaar Pendidikan  
Dr. Norzieha Mustapha]
    ViceDean2 --> Department8[Penyelaar Teknik ITC  
Dr. Mathuri a/p Selvarajoo]
    ViceDean2 --> Department9[Penyelaar Sains & Pengkomputeran  
Dr. Nik Zam Nik Wan]
    Media --> Department10[Penyelaar Kreatif Naga  
En. Mohamad Sayuti Md Salleh]
    Media --> Department11[Penyelaar Seni Warisan  
En. Mohd Bakri Abd. Rahman]
    ViceDean --> ViceDean2_1[Penyelaar Bahasa Melayu  
Hjh Faizah Mohd Yasin]
    ViceDean2_1 --> Department12[Kerani KIR  
Nurul Liyana Nurulhuda]
    ViceDean2_1 --> Department13[Kerani KIR  
Rohani Hj Wel]
    Department12 --> Department14[Penyelaar Operasi  
Farudy Mohd Yusoff]
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### 2.1.1 Function

Function	Activities
<b>URMI</b>	<ul style="list-style-type: none"> <li>• Research &amp; consultancy management</li> <li>• Innovation and Commercialization</li> <li>• Publishing</li> <li>• Tunas Kumpulan Inisiatif Penyelidikan (TRIG)</li> </ul>
<b>ICAN</b>	<ul style="list-style-type: none"> <li>• Student Linkages- Industry</li> <li>• Academy Linkages- Industry</li> <li>• Community Linkages</li> <li>• Alumni Linkages</li> </ul>
<b>MASMED</b>	<ul style="list-style-type: none"> <li>• Student Entrepreneurship</li> <li>• Entrepreneurship Education</li> <li>• Entrepreneurship Development</li> <li>• Tunas Mekar</li> </ul>
<b>PERC</b>	<ul style="list-style-type: none"> <li>• Social Entrepreneurship</li> <li>• Poverty Eradication Program</li> </ul>
<b>CMT</b>	<ul style="list-style-type: none"> <li>• Center of Excellence Talent</li> <li>• Development and Innovation Program of Innovation and Creativity of Heritage Art</li> <li>• Platform that combines Creative Arts</li> <li>• Creating ideas, creativity and innovation that can be commercialized</li> </ul>

<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Matters pertaining to the affairs of the PJI Division General Office</li> <li>• Communication facilities such as postal service, telephone, facsimile, copying machine (photocopy), customer service, counter.</li> <li>• Office cleaners</li> <li>• Document storage</li> <li>• Tasks are directed from time to time</li> </ul>
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Tables 1: Function of Research, Industry Linkages & Alumni Department

## 2.2. Vision

Become a scholarly university in academic excellence to lead bumiputera vigor in all world-class professional fields to be born competitive, global and ethical graduates.

## 2.3. Mission

Enhancing knowledge and expertise of bumiputera in all areas through the delivery of professional programs, research and community service engagement based on noble values and professionalism ethics

## **2.4. Objective**

1. Managing, coordinating and providing the necessary services for the success of research, consulting and research publications.
2. Helps to explore new areas through innovation and creativity.
3. Establish research and consultative groups among lecturers.
4. Distribute information and provide training in research, consulting and research publications.
5. Helps collaboration with industry in research, development, commercialization and negotiation.
6. Create opportunities for UiTM and the industry through student-related activities and knowledge transfer and students' skill and marketability.
7. Strengthen relationships with communities to build a progressive society.
8. Organize programs related to student entrepreneurship.
9. Bringing innovative features among students.
10. Upholding heritage art such as batik, paintings, carvings by holding various activities with the industry.
11. Be an alumni data collection center for the purpose of organizing various activities related to the alumni network.

**CHAPTER 3 :**

**INDUSTRIAL**

**TRAINING**

**ACTIVITIES**

### 3.0. Training Activities

#### 3.0.1 UITM Convocation Program

During my Industrial training here at department of Penyelidikan Jaringan Industri & Alumni (BPJIA) few main stuff the I got involve with is with the convocation program of uitm where me and few other staff were asked to participate in the event under Alumni where we are responsible for put down an official stamp for student who register under alumni which will allow them to proceed into the next stage of their pre convocation program. This event last for whole day where staff allow to take turn to rest and eat in order to ensure that the alumni booth is always running all the time. beside that during this event we also were ask to provide pamphlet for registered student and also promotes convocation photo services.

**BORANG ALUMNI UITM CUKAHLAN SELATAN**

Universiti Teknologi MARA Cawangan Johor Bahru  
No. 40, Jalan Dato' Onn, 80000 Johor Bahru  
T. 07-3331000 / Faks. 07-3331001  
E. alumi@uitm.edu.my

**PAUK**

**Sebutkan Panggilan:** ☐ Alumni Industri & Alumni ☐ Alumni Pengajaran Tinggi ☐ Alumni Baru

**A. DATA PERSONAL**

Nama: \_\_\_\_\_  
No. ID: \_\_\_\_\_  
Jawatan: ☐ Lulus ☐ Penahgugur  
Alamat: \_\_\_\_\_  
Kini: \_\_\_\_\_  
No. Tel. Rumah: \_\_\_\_\_  
No. HP: \_\_\_\_\_  
Pekerjaan: \_\_\_\_\_

**B. KUALIFIKASI YANG DIPEROLEHI**

Kualifikasi	Kurikulum / Program	UITM / IPT Lain	Tarikh Tamat
Kandungan			
Kejuruteraan			
Kejuruteraan Mekanikal			
Kejuruteraan Elektrik			
Kejuruteraan Kimia			
Kejuruteraan Perkapalan			
Kejuruteraan Industri			

**C. DATA PEKERJAAN TERKINI (jika mempunyai "business card" (jika ada))**

Jawatan: \_\_\_\_\_  
Alamat: \_\_\_\_\_  
No. Tel. Pejabat: \_\_\_\_\_  
No. Fax: \_\_\_\_\_

**D. DATA NYATAKAN SEKUMPULAN ALUMNI BERHUBUNGAN (jika mempunyai "business card" (jika ada))**

Nama: \_\_\_\_\_  
Alamat: \_\_\_\_\_  
No. Tel. Rumah: \_\_\_\_\_  
No. Fax: \_\_\_\_\_

Figure 6. shows the alumni form which convocational student need to fill in.

### **3.0.2 Development of Touch Panel for launch of Campus Kota**

The other activities that I participated in is the development of touch panel for the launch of new campus Kota Bharu. Me and my colleague were put into content development by En. Mohd Bakeri Abd. Rahman in order to screen the content on which will be put into the touch panel. This process took a lot of time due to large quantity and variable quality of the pictures. Besides that, we also were instructed to do some data collection on history of UITM and develop a clear and detailed information on UITM as whole. During this activity I manage to learn a lot of stuff which is how to work as a team and how to contribute to the team. Besides that, we also were asked to come up with the story board of the touch panel itself due to us being an information management student

### **3.0.3. Designing Questionnaire for International Joint Conference (IJC)**

While internship here at Penyelidikan Jaringan Industri & alumni (BPJIA) I also involved with the creation of questionnaire which were use in the international joint conference 2017. To make this questionnaire we did few research and information gathering in order to create the questionnaire which fit to be use during the international joint conference 2017 (IJC).

## INTERNATIONAL JOINT CONFERENCE 2017

Thank you for attending the International Joint Conference (IJC) 2017. Please give us proper feedback regarding the proceeding of international joint conferences 2017 so that we can improve this conference base on the result of this questionnaire. Your feedback is greatly appreciated as your comments will enable us to better plan and execute future conferences and tailor them to meet your needs

\* Required



*Skip to question 1*

### 1 Gender

*Mark only one oval.*

☐ Female  
☐ Male

### 2. Age \*

*Mark only one oval.*

☐ 18 - 25

Figure 7. shows the questionnaire which made for IJC 2017

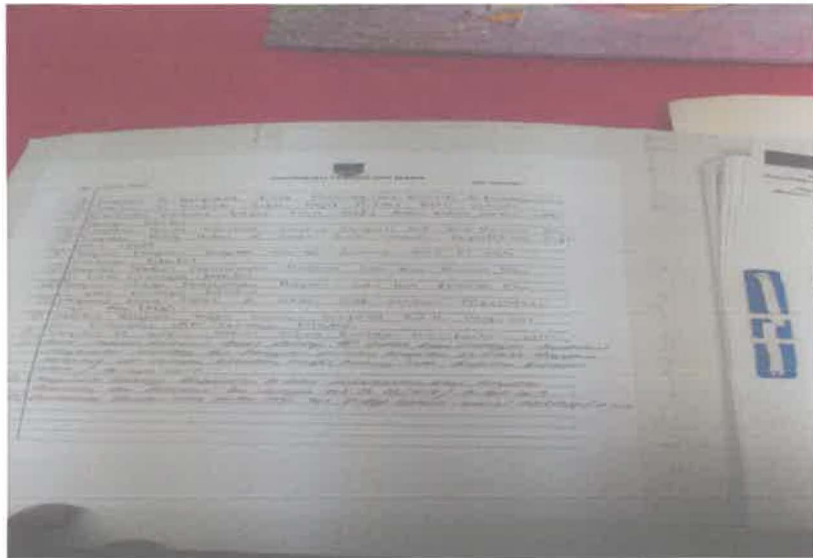
### 3.0.4 Presentation Assistance

Beside that I also manage to get an experience on how big project presentation is done, I got this chance in due to my skill with computer problems. En. Sarman Mohamad of Penyelidikan Jaringan Industri & alumni (BPJIA) ask me to help him as a temporary assistance for his presentation due to the problem which occurs regularly at uitm which is virus. He has experienced multiple time where his presentation material vanishes due to virus. Thus he asks me to prepare backup and recover the data if it went missing again

before the presentation. thanks to extra backup of presentation material, the presentation went smoothly without much problem.

### **3.0.5 Record Keeping**

Most record here at Department Penyelidikan Jaringan Industri & alumni (BPJIA) only have record and file but there is not a list on the file itself. Our task is to make a list of content for every file in the file cabinets. This will help staff to locate the record they want and easily retrieve it in case they need it in hurry . beside that it also keep the record from being places in wrong file



Figures 8. shows the list of content which were made during the internship.

### **3.0.6 Manual Record Keeping of Alumni Correspondent**

Alumni department of Penyelidikan Jaringan Industri & alumni (BPJIA) use manual form for convocation student to fill in their personal information however there is no people who do to typing into excel form for it thus the form is gathered years by years which result in large amount of quantities. We were asked to typing the correspondent into excel form in order to keep in the data. By doing this manually it takes a lots of time to


finish this record keeping and there still plenty to be done due to the accumulation of this form stack by stack for each year.

Alumni	No. 1	No. 2	No. 3	No. 4	No. 5
Alumni 1	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 2	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 3	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 4	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 5	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 6	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 7	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 8	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 9	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000
Alumni 10	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000	10000000000000000000

Figure9: shows the portion of data from alumni form which has been typed into excel


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**BORANG ALUMNI WTM CAWANGAN KELANTAN**



**UNIVERSITI  
KELANTAN**  
PAUK

Universiti Teknologi MARA, Cawangan Kelantan  
Bukit Omar, 15050 Machang, Kelantan, Malaysia  
Tel : 09 9782251/2352 Fax : 09 9782253  
E-Mail : [ipyskk@kelantan.utm.edu.my](mailto:ipyskk@kelantan.utm.edu.my)



Sebahagian Penyelidikan,  
mengapa tidak? & Alumni

Untuk Kegunaan Pejabat

Dikemaskini Oleh: Barry

Tarikh: 10/1/2018

7/1/2017 : 1 - ~~200~~ 6050

8/1/2017 : 51 - 150

9/1/2017 : 61 - 190

10/1/2017 : 191 - ~~200~~ 270

Tarikh Terima:

7/1/2018

ada )

an "business card" jika ada )

No. Fax: \_\_\_\_\_

o Fax: \_\_\_\_\_

Figure 10: shows the portion of the alumni correspondent which currently being typed into excel form

### 3.0.7 Operating fax machine /video animation /design certificate

During my Industrial training here at department of Penyelidikan Jaringan Industri & alumni (BPJIA) I learn many stuff that I can't obtained from going to class and talking on a lecture, here I learn how people in organization operates and how day to day operation happens. I also lucky to get to know few outstanding individuals who share their knowledge with me and this also give me a chance to share my knowledge with them. With this I manage to learn many things like how to operates fax and printing machine, making simple video animation with video scribe and how to design a certificate.

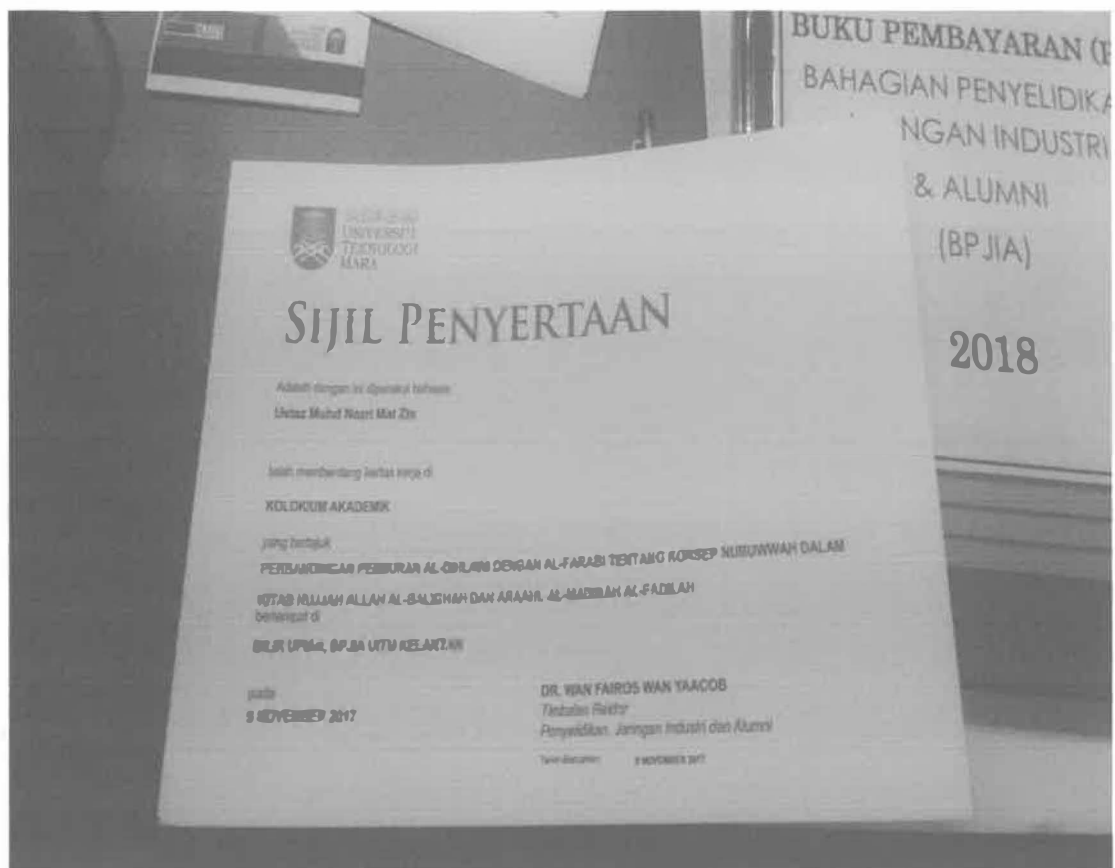
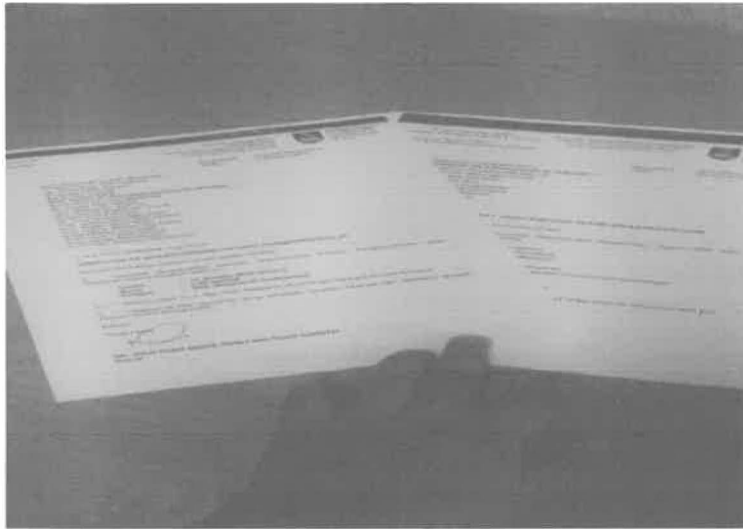


Figure 11: shows the example of certificate for kolokium which I made for department of Penyelidikan Jaringan Industri & alumni (BPJIA)

### **3.0.8 Sending Office Letters to Designated Places**

My work here at department of Penyelidikan Jaringan Industri & alumni (BPJIA) is to assist staff here with their day to day operation from retrieving log book from department of finance to sending booking letter to vehicle department and also to sending letters to pigeon hole at many other departments.



Figures 12: shows the example of letter which need to be sent to the lecturers

### **3.0.9 Setting Up Meeting Room**

While on an Industrial training here at department of Penyelidikan Jaringan Industri & alumni (BPJIA), i am responsible in setting up the Meeting Room if someone book it for the use on any day. this involve setting up projector and laptops for slides presentation. This is to ensure that the equipment is assembled without much problem and functioning for the presentation.

### **3.0.10. Software update & maintenance**

During this Industrial training I also help contribute to department of Penyelidikan Jaringan Industri & alumni (BPJIA) by improving the current available software on the pc of pji which running on outdated software which reduce their performance and at times generates random lag, crash and even error. There also times where the windows got stuck in not responding state indefinitely until power of cut off from it, this is due to the large

amount of background program running in the background, this can be solving by regularly cleaning the temporary memory or remove the background program which cause the issue itself. Beside that the problem also sometimes comes from the infestation of virus which deeply ingrained into the operation system itself due to the usage of infected pen drive which comes from outside department of Penyelidikan Jaringan Industri & alumni (BPJIA) mostly from lecturers which use the computers here to print or do their work. Once one computer got infected by it this computer will become host and infect any pen drive that were plugged into the computer which will lead to other computer being infected too. Thus leads to no way to solve this problem since anti-virus also didn't manage to detect this virus. The only solution is not to click the fake Kaspersky shortcut that created in the pen drive since it will infect the computers itself. And the file which staff or lecturer considered missing or eaten by virus is actually hidden inside the pen drive program itself. Clicking on the virus will reveal the hidden data but there a roundabout way to retrieve the data from the infected pen drive is to use windows function to show every single hidden item and also system files this will show where the virus hides the data which is the system volume information of the pen drive itself. there also a case where lecturer or staff decide to format the pen drive this leads to the deletion of the virus and also the hidden files. To recovers this deleted data I use easyUS data recovery software which collect the bit data and reconstruct it into its former self however given that the data already deleted due to the formatting of the pen drive only selected few can be recovers and some may end up restored but corrupted. So in order to fully fix this virus problem I propose that the one way to stop this infection is to reformat all the pji computer which will rid the virus itself and prepare one computers to be use to scan any pen drive that comes into the Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) to prevent any infection to the clean computer here at this department.

## **3.2 Special Project**

### **3.2.1. Project Overview**

The title for my special project is Meeting Room Booking System, this project is to help Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) in replacing the hard copy of the Meeting Room booking system. Where staff here need to write everything on the paper base system which waste lots of their time on which they can use it for many other stuff. This system interface is created to look the same as other system use in UITM to insure that it looks more standardize and not out of place. This new Meeting Room booking system use java script to make calendar base reservation system where user can put the reservation info into the calendar where it can easily have viewed and understood. Beside that we also create a function of editing and deleting any reservation the staff responsible seems fit to ensure that there is no mistake happens when the reservation is made into the system. This system also can generate list of reservation made including the time when the reservation was made and the time when the reservation is modified this is to ensure that staff can keep track on which reservation is modified and which is not.

### **3.2.2. Problem Statement**

Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) has wide range of visitors from their staff themselves and lecturers, Industrial training student, PhD student which operates using the service provide by this department. One of the service is the Meeting Room which is vital when important decision need to be made thus make it the Meeting Room booking system a vital part in day to day operation of this department. Besides that, this department did not come equipped with wide screen monitor which can be used for presentation but only use projectors, by improving the current booking system to digital one allows staff here to set up the room for usage in advance rather than setting it up last minute which can take the time which should be use for meeting.

### **3.2.3. Objective**

- To developed a system which help reduce the time needed to set a booking of the Meeting Room
- To develop a system which easy to be use and understand
- To develop a system which can replace the hard copy of the current booking system

### **3.2.4. Scope of the project**

The scope of this project covers the digitalization of the current paperbase booking system which currently being use by Department of Penyelidikan Jaringan Industri & Alumni (BPJIA). writings can be a barrier if people can't read what you write this system solve that by making it digitalize which reduce the need to write and allow staff to type in the booking people need to make

### **3.2.5. Target user**

- **Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) Staff**

This system still require staff to enter the booking information this is to ensure that there is no redundant booking from happening

- **Lecturers**

Lecturer is someone who has a little bit of time in their hand since their always busy with managing their student so to ensure that there so little time can be used effectively this system allow staff to enter the booking of the Meeting Room much faster.

### **3.2.6. Tools used for development**

Tools that were used in the development of this system can be split into 2 parts which is hardware and software

#### **3.2.6.1. Hardware**

Lenovo flex 14 series which equipped intel core i5 processor and 8 gigabyte ram which provide constant performance which is quite helpful when handling coding and local host server.

#### **3.2.6.2. Software**

##### **Wamp Server**

Wamp Server which act as local host server for this system

##### **MySQL**

MySQL is a language programming that can be used in making the database management system. All of the data that has been stored in this kind of database will be store in it.

##### **Notepad ++**

Notepad ++ as a software which use to write the coded in php format and detect mistake or error in the programming.

##### **PHP Programming language**

PHP Programming language is a programming language that can be used to create an easy web system and others. Others programming language is C++ and it will be related with the HTML in order to use it.

### 3.2.7. Significant of the project

This project will help and improve the current use of the paper base reservation system and reduce the burden of the staff working at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA). and allow them to effectively their time. Plus, it helps make the booking readable, as we all know current age is where almost everyone is trained in using the electronic and event notes now days is written in smartphone so inside the benefits there also the demerits which affect the handwriting of people of the current age. So if one were still using paper base system the and writing can be barriers to fully effectively use the paper base system where some people can read some people writings depends on how bad it is

### 3.2.8. ERD of special project

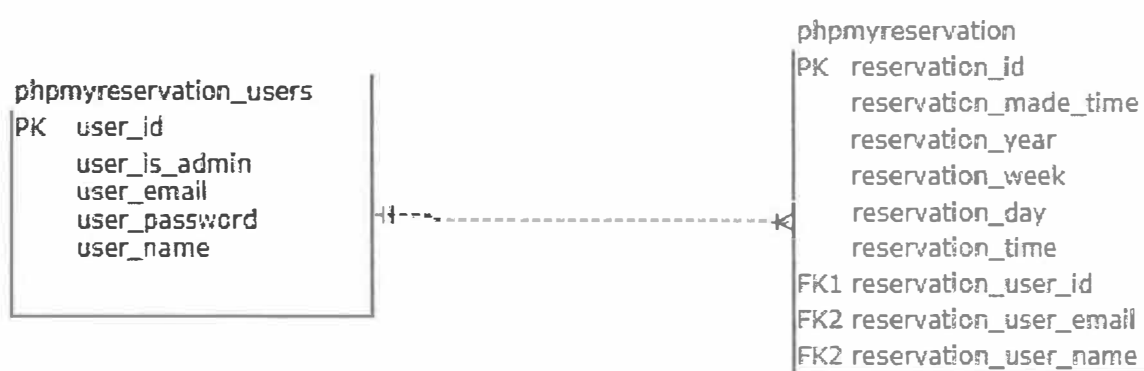


Figure 13: Shows The entity relationship diagram of the meeting room booking system

### 3.2.9. Context Diagram

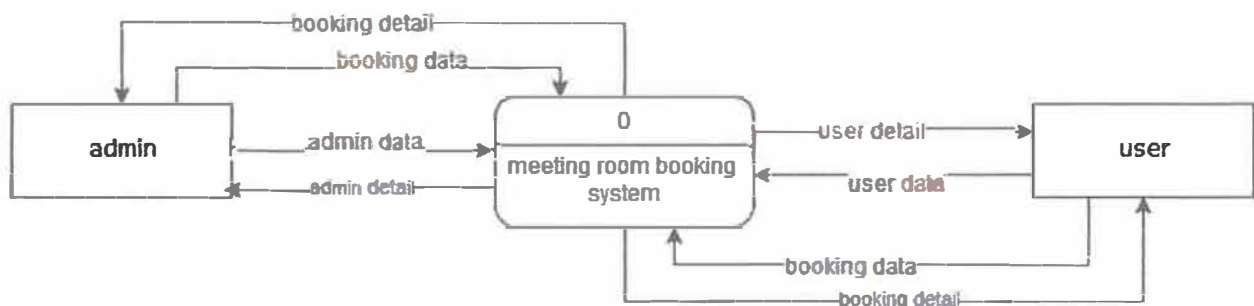


Figure 14: shows the context diagram of the meeting room booking system

### 3.2.10. Data Flow Diagram

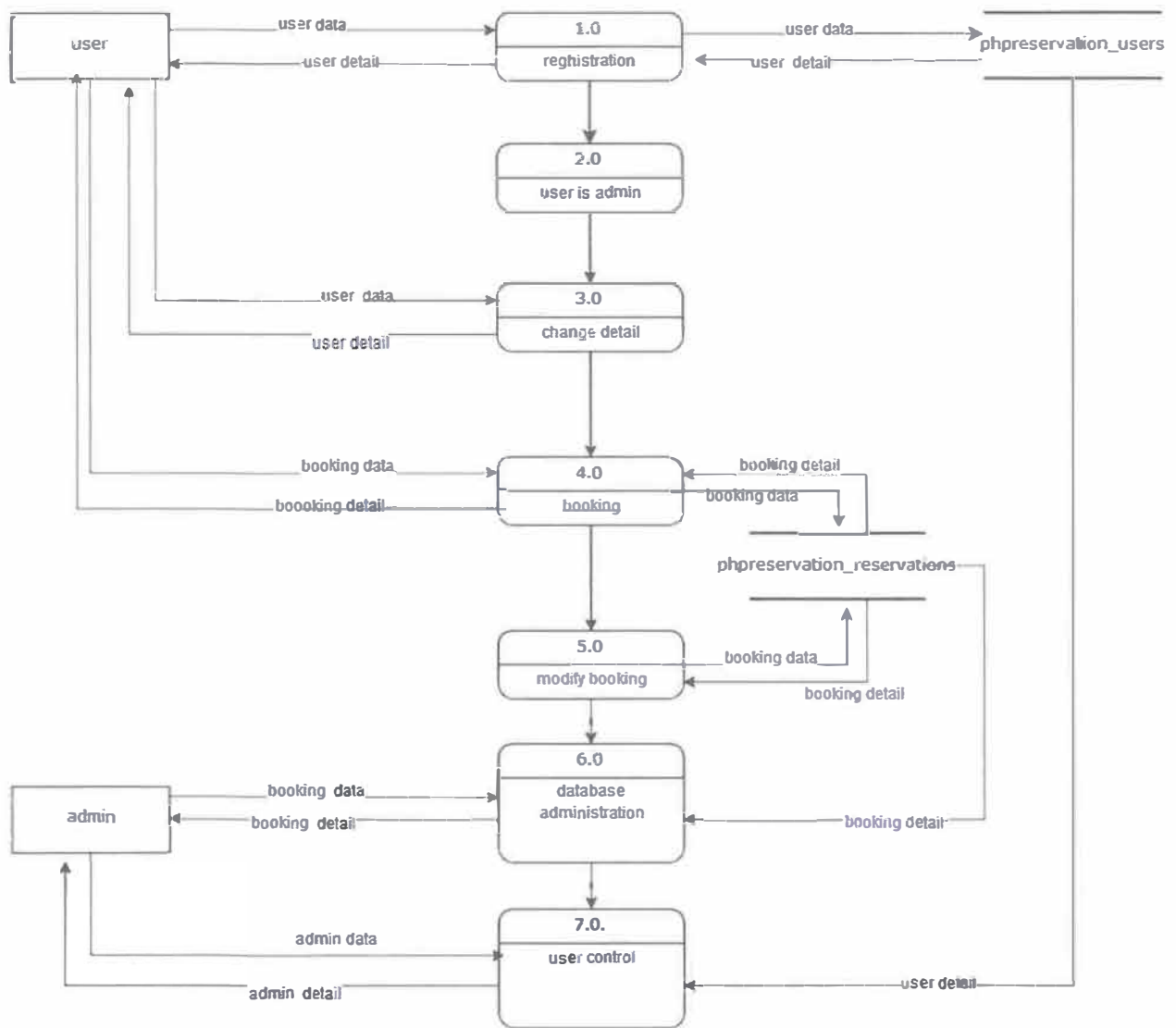


Figure 15: shows the data flow diagram for meeting room booking system

**CHAPTER 4 :**

**INDUSTRIAL**

**TRAINING**

**REFLECTION**

## **4.1. Application of Knowledge, Skills and Experience**

During my 5-month training here at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) I gain a lots of new experience, which leads to my acknowledgement that my sloppy performance due to my perspective as a student need to change. This is to ensure that I won't repeat the same mistake that I have done when I entered a job once I graduated from UITM. This Industrial training program also teaches me that what I learn from classes is different from what I learn here at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA).

### **4.1.1. Character Development**

This Industrial training program lets me change my perspective from the view of a student into the view of the one of the staff, this is important for when I entered the job at any other places after graduation it allows me to integrate into the organization without much problem and prevent me from making problem to the workplace which can affect others staff work. The reason is simple when one person who mess up something in and organization others who work there will feel it's the effect too

### **4.1.2. Interpersonal skill**

One of the most crucial skill that needed to have when entering a working environment is the ability to interact with others in much better and pleasant manner with coworkers and employee. In other words, interpersonal skill is a set of abilities enabling a person to interact positively and work effectively with others. Development of the interpersonal skills of employees is a key goal of training and development initiatives for many companies, and is considered a constructive manner in which to handle office disputes and other personnel issues. These skills include the areas of communication, listening, delegation of tasks and leadership.

## **4.2. Personal Thought and Opinion**

My personal thought through this Industrial training here at BPJIA I get to know many people who hold much more knowledge than me and are not stingy to share their knowledge and skill with us the Industrial training student. This allows me to learn many new things here, there also few staff who constantly giving me work to do in order to get me accustom to the office work, besides that I also get to utilize what I learn from information management and information system course and apply it here at this department.

## **4.3. Lesson Learn**

Thanks to this industrial training i manage to learn many things and also at the same time improving the current available skill which I know of, this allow me to build some self-confident to performs well outside of studies. Beside that I also get to know how organization works from the inside rather than fully dependent on outside view when evaluating many other company previously on my report during the studies. This allows me to learn the errors in my way before and strife to improve much more.

### **4.3.1. Time management**

My Industrial training here at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) allows me to improve my time management skill in order to adapt to working lifestyle and utilize my time efficiently in order to finished the special project during my internship while doing office work.

#### **4.3.2. Improvement on communication skill**

Due to my regular interaction with the staff here my communication skill is significantly improved. This helps builds confident thus allows for much more productive conversation which can generates much more productive ideas. With this skill I would be able to voice my opinion much better during meeting or presentation.

#### **4.3.3. Self-motivation**

During my Industrial training here at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) I learn it the hard way, if you're performing well in your job and putting your full effort in, your hard work will be recognized in the long run; however, you have to learn that you won't receive praise for every little task you complete. It doesn't mean you're not doing well; it's just that people are busy with their own work. Self-motivation is key to career success, rather than relying on others pushing you along.

#### **4.3.4. Learn what you can learn**

As an intern, it's likely that you may be lumbered with the slightly dull tasks that no one really wants to do, for example filing, counter services...and of course the letters delivery. Here at Department of Penyelidikan Jaringan Industri & Alumni (BPJIA) I do every single thing that I asked to do just to learn and little bit that I can get

### **4.4. limitations and recommendation**

The limitation here that I feel during the Industrial training is in the department most of the tools needed to handle paper work is old and rusty, the paper cutter here is rusted and unable to fulfill its role besides that most of computer here are infected with shortcut virus which hide and

delete data stored in pen drives. My recommendation to this department is to change old and unusable tools and switch them to a new one and reformat all desktop here and put a notice to first scan the pen drive before using it on and of the formatted desktop to prevent them from infecting the BPJIA computers.

# APPENDICES

**QUESTIONNAIRE  
(INTERNATIONAL  
GRAND  
CONFERENCE)**

# INTERNATIONAL JOINT CONFERENCE 2017

Thank you for attending the International Join Conference (IJC) 2017. Please give us proper feedback regarding the proceeding of international joint conferences 2017 so that we can improve this conference base on the result of this questionnaire. Your feedback is greatly appreciated as your comments will enable us to better plan and execute future conferences and tailor them to meet your needs.

\* Required



Skip to question 1.

## 1. Gender

Mark only one oval.

- ☐ Female  
☐ Male

## 2. Age \*

Mark only one oval.

- ☐ 18 - 25  
☐ 26 - 30  
☐ 31 - 35  
☐ 36 and above

## 3. What is your marital status? \*

Check all that apply.

- ☐ Single  
☐ Married/ Remarried  
☐ Separated  
☐ Divorced/ Widowed

**4. What is your participation status? \****Mark only one oval.*

- ☐ Presenter
- ☐ Student presenter
- ☐ Participant

**5. Which university do you represent?****6. How did you hear or learn about this conference? \****Mark only one oval.*

- ☐ Brochure
- ☐ Flyer
- ☐ Ad in [PRINT MATERIAL]
- ☐ Sales Call
- ☐ Conference Web Site
- ☐ Referral
- ☐ Fax
- ☐ E-mail / Newsletter
- ☐ Other

**7. Please specify the main reason for attending this conference: \****Mark only one oval.*

- ☐ Content
- ☐ Networking
- ☐ Personal growth & development
- ☐ Speakers
- ☐ Other

**8. How many external conferences/seminars do you attend, on average, in a year? \****Mark only one oval.*

- ☐ 1 - 2
- ☐ 3 - 5
- ☐ 6 or more

**9. Did the conference fulfill your reason for attending? \****Mark only one oval.*

- ☐ Yes -- Absolutely
- ☐ Yes -- But not to my full extent
- ☐ No

10. What was the most beneficial aspect of the conference? \*

11. Which speaker were you mostly interested in listening to?

Mark only one oval.

- ☐ Professor T. Ramayah (Speaker Workshop 1)
- ☐ Professor Dr. Mohamad Noorman Masrek (Speaker Workshop 2)

12. Would you recommend this conference to others? \*

Mark only one oval.

- ☐ Yes
- ☐ Maybe
- ☐ No

13. Was the cost of this event a good value? \*

Mark only one oval.

- ☐ Yes
- ☐ Maybe
- ☐ No

14. What other topics or themes are of interest to you for a conference? \*

15. Overall how would you rate the International Joint Conference 2017 presenters? \*

Mark only one oval per row.

	Undecided	Unsatisfactory	Satisfactory	Good	Excellent
Demonstration of expertise on the topic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective responses to questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Solicitation of audience participation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall rating for presenters/conference faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**16. Overall, how would you specifically rate the morning plenary presentation? \****Mark only one oval per row.*

	Undecided	Unsatisfactory	Satisfactory	Good	Excellent
Demonstration of expertise on the topic(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity of presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of new information provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectiveness of presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall rating for presenter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**17. Overall, how would you specifically rate the keynote presentation? \****Mark only one oval per row.*

	Undecided	Unsatisfactory	Satisfactory	Good	Excellent
Demonstration of expertise on the topic(s)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity of presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of new information provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectiveness of presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall rating for presenter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**18. Overall how would you rate the content of workshops included in this year's program? \****Mark only one oval.*

- ☐ Organization of materials
- ☐ Clarity in presentation of materials
- ☐ Quality of information and skills provided that will be helpful to my work
- ☐ Amount of new information learned
- ☐ Overall content of workshops

**19. Please indicate your overall satisfaction with this conference. \****Mark only one oval per row.*

	Very Dissatisfied	Somewhat Dissatisfied	Neutral	Somewhat Satisfied	Very Satisfied
Registration process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scheduling and timing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conference content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Choice of facility/Venue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food & Beverage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking and directions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**20. As you reflect on the information provided throughout the conference program, what information was most helpful to you as a social worker/practitioner? \***

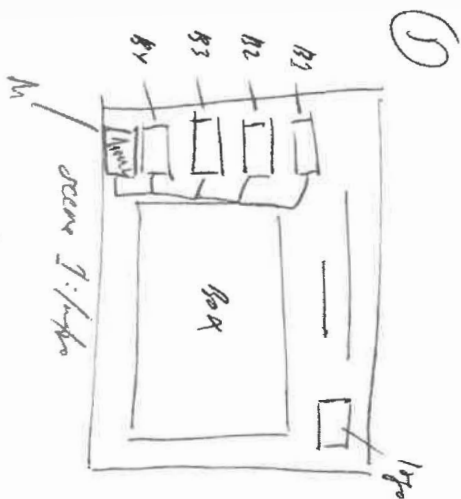
**21. As you reflect on the information provided throughout the conference program, what information was least helpful to you as a social worker/practitioner? \***

**22. What specific topic(s) would you like to see included in next year's annual conference? \***

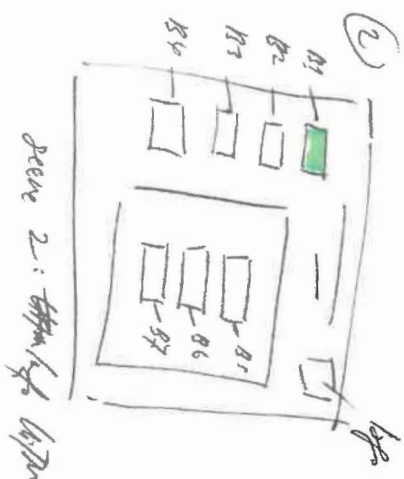
**23. Please use the space below to share any additional comments and/or suggestions you may have. \***

Powered by  
 Google Forms

**STORY BOARD  
(TOUCH PANEL  
CAMPUS KOTA  
BHARU)**



B1 = ~~Button~~ go to scene 2  
 M = Menu (click to pop-up B1 until B4)



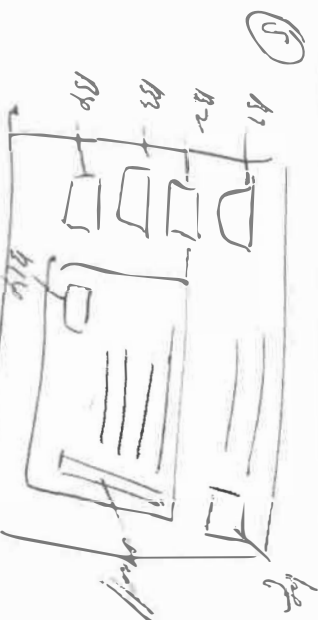
B5 = Button go to scene 3



B5 = Button go to scene 4  
 B7 = Button go to scene 5  
 B10 = Button go to scene 6  
 B11 = Button go to scene 7  
 B12 = Button go to scene 8



B13 = Button go to scene 3



B14 = Button go to scene 3



B15 = Button go to scene 3



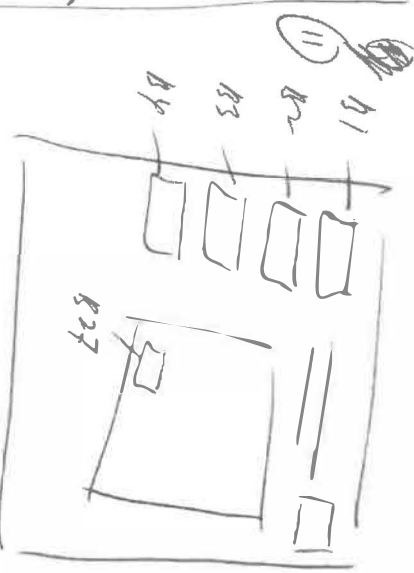
Scene 7: Action

B16 = Button go to scene 3



Scene 10: Action, with, with

B26 = Button go to scene 8



Scene 11: Action

B27 = Button go to scene 8



Scene 8: Action/Action

B17 = Button go to scene 9

B24 = Button go to scene 2



Scene 9: Action/Action

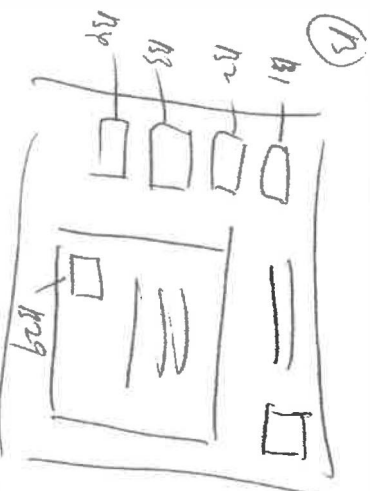
B25 = Button go to scene 8

B18 = Button go to scene 10  
 B19 = Button go to scene 11  
 B20 = Button go to scene 12  
 B21 = Button go to scene 13  
 B22 = Button go to scene 14  
 B23 = Button go to scene 15



Scene 12: Action

B28 = Button go to scene 8



Scene 13: Program Rehearsal  
B29 = Rehearsal to scene 8



Scene 14: Logo Program

B30 = Rehearsal to scene 8  
~~Not a Rehearsal (16 min)~~

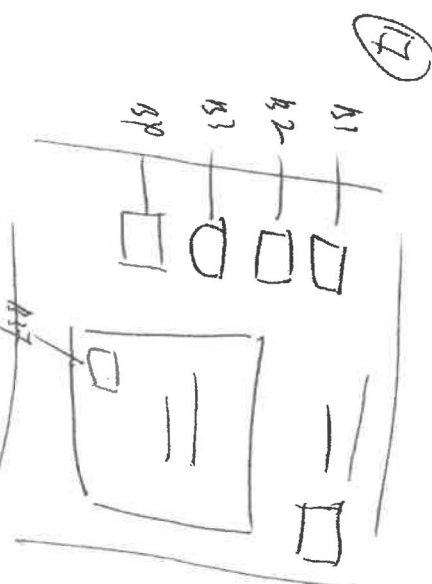


Scene 15: Logo Program  
B31 = Rehearsal to scene 8  
A1 = Audio 1  
A2 = Audio 2

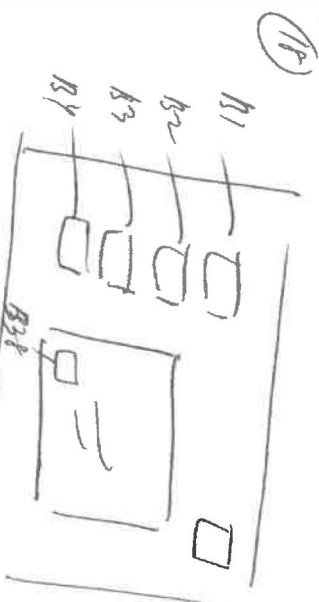


Scene 16: Program

B32 = Rehearsal to scene 2  
B33 = Rehearsal to scene 17  
B34 = Rehearsal to scene 18  
B35 = Rehearsal to scene 19  
B36 = Rehearsal to scene 20



B37 = Rehearsal to scene 16



Scene 18: Program

B38 = Rehearsal to scene 16

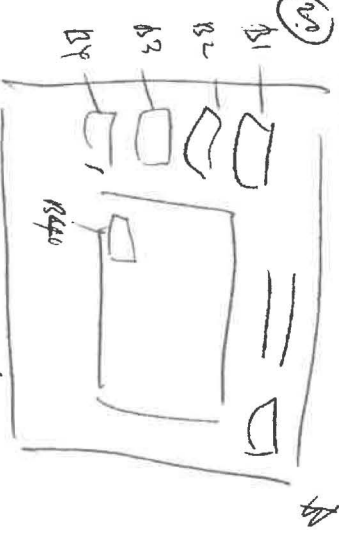
(15)



scene 19: Port Program

B39 = Button for scene 16

(20)

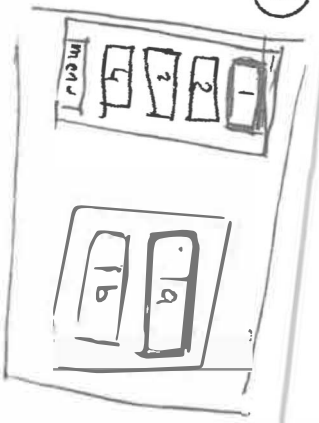


scene 20: Markini  
Program

B40 = Button for scene 16

B)

- 1-Intro UTM
- 2-Pencapaian
- 3-Kampus life
- 4-Post link



if select  
1a

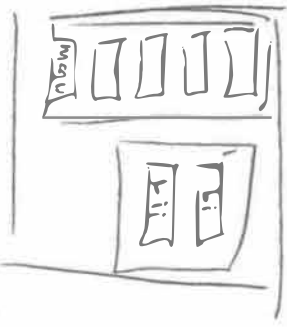
- 1a - Project Karyaan
- 1b - Program

if select  
1b



if select  
a1

- a1 - Rakan? bidang
- a2 - Arayach/selogan
- a3 - Alumni

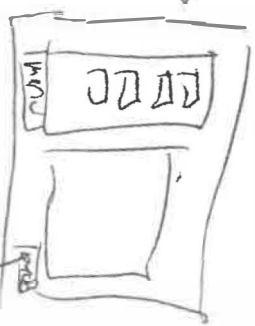


- bi - Program service
- bi - galeri Program



click to zoom  
if click  
to zoom

click to zoom  
scroll  
for more  
detail



back  
button

zoom  
pic

detail

zoomed  
pic

detail

PIC



Yes

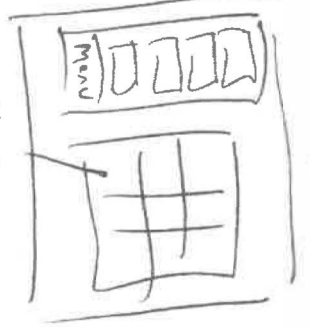
search  
name  
reset



zoomed  
pic



if staff

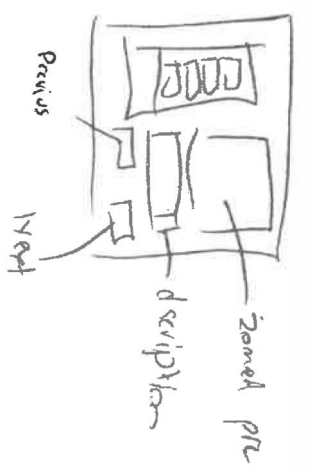


if student

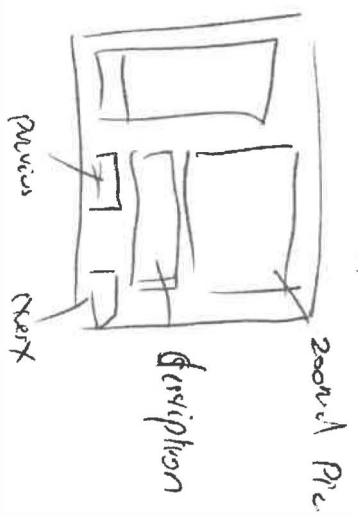


picture

→



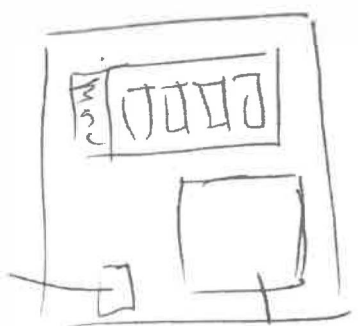
→



D)



→



Zoomed Pic  
description  
Previous  
Next

Back

- 1 - UTM Malaysia
- 2 - UTM Mahang
- 3 - UTM Kota Bharu
- 4 - ~~UTM~~ Pengkalian

**KOLOKIUM**

**CERTIFICATE**



اُنْزِلَ فِي الْمَدِينَةِ الْوَيْلُ  
UNIVERSITI  
TEKNOLOGI  
MARA

# SIJIL PENYERTAAN

Adalah dengan ini diperakui bahawa

**Ustaz Muhd Nazri Mat Zin**

telah membentang kertas kerja di

**KOLOKIUUM AKADEMIK**

yang bertajuk

**PERBANDINGAN PEMIKIRAN AL-DIHLAWI DENGAN AL-FARABI TENTANG KONSEP NUBUWWAH DALAM**

**KITAB HUJJAH ALLAH AL-BALIGHAH DAN ARAAHL AL-MADINAH AL-FADILAH**

bertempat di

**BILIK UPMet, BPJIA UITM KELANTAN**

pada

**9 NOVEMBER 2017**

**DR. WAN FAIROS WAN YAACOB**

*Timbalan Rektor*

*Penyelidikan, Jaringan Industri dan Alumni*

Tarikh dikeluarkan:

**9 NOVEMBER 2017**

**BORANG ALUMNI**

**UITM**

## BORANG ALUMNI UiTM CAWANGAN KELANTAN



UNIVERSITI  
TEKNOLOGI  
MARA

Universiti Teknologi MARA Cawangan Kelantan  
Bukit Ilmu, 18500 Machang, Kelantan, Malaysia  
Tel : 09 9762251/2252 Faks : 09 9762253  
E-Mail : tppjkl@kelantan.uitm.edu.my



Bahagian Penyelidikan,  
Jaringan Industri & Alumni

Untuk Kegunaan Pejabat

Dikemaskini Oleh : .....

Tarikh : .....

### BORANG MAKLUMAT

#### A. DATA PERIBADI

Nama : .....  
No K/P Baru/Lama : .....  
Jantina : ☐ Lelaki ☐ Perempuan  
Alamat : .....  
Email : .....  
No. Tel (Rumah) : .....  
No. H/P : .....  
Fakulti Dahulu : .....

#### B. KELULUSAN YANG DIPEROLEHI

Kelulusan	Kursus / Program	UiTM / IPT Lain	Tarikh Tamat
<input type="checkbox"/> Kedoktoran	.....	.....	.....
<input type="checkbox"/> Ijazah Sarjana	.....	.....	.....
<input type="checkbox"/> Ijazah Sarjana Muda	.....	.....	.....
<input type="checkbox"/> Diploma	.....	.....	.....
<input type="checkbox"/> Sijil	.....	.....	.....
<input type="checkbox"/> Lain-lain	.....	.....	.....

#### C. DATA PEKERJAAN TERKINI ( sila lampirkan "business card" jika ada )

Jawatan : .....  
Alamat Majikan : .....  
No. Tel Pejabat : .....  
No. Fax : .....

#### D. SILA NYATAKAN SEKIRANYA ANDA BERNIAGA ( sila lampirkan "business card" jika ada )

Jenis Perniagaan : .....  
Alamat Syarikat : .....  
No. Tel. Syarikat : .....  
No. Fax : .....

# **ATTENDANCE**

## **(punch card)**

**BAHAGIAN PENTADBIRAN**

**DEPARTMENT OF  
ADMINISTRATION**

**Universiti Teknologi MARA  
Cawangan Kelantan**  
Bukit Ilmu, 18500 Machang, Kelantan, MALAYSIA  
Tel : (09) 976 2012-9762016 Faks: (09 976 2022)  
E-Mail: [ghazali@kelantan.uitm.edu.my](mailto:ghazali@kelantan.uitm.edu.my)



**UNIVERSITI  
TEKNOLOGI  
MARA**

Surat Kami : 500-CK (PTD 8/1)  
Tarikh : 13 Disember 2017

Semua Ketua Bahagian/Ketua Unit  
**UiTM CAWANGAN KELANTAN**

Tuan/Puan



**MAKLUMAN MENGENAI KEROSAKAN MESIN KAD PERAKAM WAKTU BAHAGIAN  
PENTADBIRAN UiTM CAWANGAN KELANTAN**

Perkara di atas adalah dirujuk.

2. Dimaklumkan bahawa mesin kad perakam waktu di Bahagian Pentadbiran telah mengalami kerosakan pada 14 November 2017 (Selasa). Pihak pembekal telah datang membaiki kerosakan tersebut tetapi kerosakan yang sama berulang kembali.
3. Pada 05 Disember 2017 pihak kami telah menghantar mesin tersebut kepada pembekal untuk dibaiki. Susulan daripada itu, pihak kami telah meletak notis makluman kerosakan mesin tersebut dan memohon agar merakam kad perakam waktu di Unit Penilaian Akademik.
4. Semoga dengan makluman ini dapat membantu pihak tuan/puan memantau kehadiran staf, pelajar Skim Khidmat Pelajar dan Pelajar Praktikal di bahagian/unit masing-masing.

Sekian, terima kasih.

Yang benar

**GHAZALI HAJI AWANG**  
Timbalan Pendaftar (Pentadbiran)


NO: NAME: MUHAMMAD FIRDAUS  
BIN ZAKI AL AKEANEN 1

DEPT: PJ1 SECT: ~~August~~

FOR THE MONTH OF August YEARS



Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	80814			81741			
2	80754			81743			
3	80753			81543			
4	Weekend						
5	Weekend						
6				81742			
7	80812			81743			
8	80745			81740			
9	80754			81741			
10	80747			81544			
11	Weekend						
12	Weekend						
13	80743			81740			
14	80746			81745			
15	80807			81740			


NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	8:07:45			5:17:03			
17	8:08:09			5:15:56			
18	Weekend						
19	Weekend						
20	8:11:58			5:17:06			
21	8:07:43			5:17:02			
22	8:07:33			5:17:05			
23	8:07:52			5:17:05			
24	8:07:55			5:15:34			
25	Weekend						
26	Weekend						
27	8:07:53			5:17:02			
28	8:07:54			5:17:01			
29	8:07:52			5:17:01			
30	8:07:53			5:17:02			
31	HARI KEBANGSAAN						


**UNIVERSITI  
TEKNOLOGI  
MARA**



NO:		NAME: MUHAMMAD FIRDAUS BRI 241140 AERAKH 1					
DEPT: PTI		SECT: <del>REGIST</del>					
FOR THE MONTH OF <u>Sep</u> YEARS .....							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	HARI RAYA HATI						
2	HARI RAYA HATI 2						
3	HARI RAYA HATI						
4	Cuti 4 Sep (Suka SEA)						
5	0801			1700			
6	0757			1702			
7	0755			1519			
8							
9							
10	HARI KEP. TERAKAT AG. HG						
11	0753			1704			
12	0755			1700			
13	0800			1704			
14	0755			1501			
15	WEEKEND						

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	Weekend						
17	Cut HARI MALAYSIA						
18	07:58			17:04			
19	07:57			17:06			
20	07:55			17:02			
21	08:02			15:32			
22	Awal Muharam						
23	Weekend						
24	08:00			18:42			
25	07:50			18:42			
26	07:55			17:01			
27	07:56			17:07			
28	08:03			15:39			
29	Weekend						
30	Weekend						
31	month end						


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MARA**



NO:		NAME: MUHAMMAD FIRDAUS BIN ZAKIAL AKEAH 41						1
DEPT: PTI		SECT: <del>AG 4054</del>						
FOR THE MONTH OF <u>Oct</u> YEARS .....								
Date	MORNING		AFTERNOON		OVERTIME		Daily Total	
	IN	OUT	IN	OUT	IN	OUT		
1	81043			81711				
2	80826			81708				
3	80756			81701				
4	80753			81700				
5	80753			81542				
6	Weekend							
7	Weekend							
8	80754			81702				
9	80719			81742				
10	80736			81702				
11	80721			81748				
12	80743			81540				
13	Weekend							
14	Weekend							
15	80756			81745				
<div style="text-align: right;">  </div>								

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:56			18:29			
17	08:05			16:51			
18	HARI Dependant						
19	08:04			15:38			
20	weekend						
21	weekend						
22	07:51			17:09			
23	08:12			17:05			
24	08:04						
25	08:15			18:04			
26	07:54			15:53			
27	weekend						
28	weekend						
29	08:58			17:07			
30	08:12			17:09			
31	08:01			17:01			


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MARA**


NO:		NAME: MUHAMMAD FIRDAUS BILLY ZAHNIE ABEHANFI				1	
DEPT: PJ1		SECT:					
FOR THE MONTH OF <u>May</u> YEARS .....							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	<del>07:00</del>	Cut kecekang	<del>14:00</del>				
2	07:00			14:21			
3	<del>07:00</del>	Weekend		<del>14:00</del>			
4	<del>08:00</del>	Weekend		<del>14:00</del>			
5	07:00			17:00			
6	08:00			17:21			
7	08:10			17:03			
8	08:08			17:07			
9	08:08			15:15			
10		Weekend					
11		Weekend					
12	07:51	HARI KECEKANG 17:00 kecekang					
13	08:00			17:02			
14	07:51			17:04			
15	07:56			17:05			

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	08:05			15:34			
17	Weekend						
18	Weekend						
19	07:10			17:24			
20	07:24			17:00			
21	07:45			17:03			
22	07:34			17:03			
23	07:55			15:35			
24	Weekend						
25	Weekend						
26	<del>08:05</del>	C.Ai	<del>15:34</del>	<del>17:24</del>	Receiving		
27	08:05			16:00			
28	07:43			17:23			
29	07:56			17:02			
30	07:54			15:32			
31							





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TEKNOLOGI  
MARA

NO:

NAME: MUHAMMAD FIRDAS  
BIRU SAMPAH AKRAF/EN



1

DEPT: PJI

SECT: ~~AUGUST~~FOR THE MONTH OF Dec YEARS .....

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	7.52	Mond	dur	Rash			
2	Weekend						
3	7.52			17.04			
4	8.02			17.06			
5	7.42			17.06			
6	7.41			17.20			
7	7.44			15.45			
8	Weekend						
9	Weekend						
10	7.41			17.02			
11	7.43			17.26			
12	7.44			17.21			
13	2078:12			217:24		217:24	
14	2077:59					215:39	
15	Weekend						

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	weekend						
17	07:51			17:05			
18	07:53					17:01	
19	07:55			17:00			
20	07:44			17:03			
21	07:40			15:35			
22	weekend						
23	weekend						
24	Cuti						
25	Hari Krismas						
26	07:46			17:21			
27	07:54			17:09			
28	07:53			15:33			
29	weekend						
30	weekend						
31	07:43			17:07			


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TEKNOLOGI  
MARA**


NO:

NAME: MUHAMMAD FIRDAUS  
BIN ZAKIAL AKEAH 41

1

DEPT:

PTI

SECT:

~~AGUST~~



FOR THE MONTH OF

OK

YEARS

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1	810:43			817:11			
2	808:26			817:08			
3	807:56			817:01			
4	807:53			817:00			
5	807:53			815:42			
6	Weekend						
7	Weekend						
8	807:54			817:02			
9	807:49			817:02			
10	807:26			817:02			
11	807:21			817:48			
12	807:53			815:40			
13	Weekend						
14	Weekend						
15	807:56			817:05			

NO:		NAME:		2			
DEPT:			EPF:				
I/C:		AGE:		SEX:			
HOURS:		DATE		AMOUNT			
ORDINARY TIME							
OVERTIME							
LESS							
NET WAGES							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
16	07:56			18:29			
17	08:05			16:51			
18	HARI Deepavali						
19	08:04			15:38			
20	weekend						
21	weekend						
22	07:51			17:09			
23	08:12			17:05			
24	08:04						
25	08:15			18:04			
26	07:54			15:53			
27	weekend						
28	weekend						
29	08:58			17:07			
30	08:12			17:09			
31	08:01			17:01			


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TEKNOLOGI  
MARA**


NO:		NAME:		1			
		MUHAMMAD FIRDAYS					
DEPT:		PTI		SECT:			
<p>FOR THE MONTH OF JAN YEARS</p>							
Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4	80754			81700			
5	80750			81534			
6							
7							
8	80750			80950		011255	
9							
10							
11							
12							
13							
14							
15							

# LOG BOOK

DATE: 1/2/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Briefing Session Informative talk with Pr Nik Kumarulazam</p>	
<p>- learnt about how to work here at pji</p>	
<p>- ice breaking</p>	
<p>= get to know staff who work here</p>	

DATE: 2/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Search for potential project for the department	
Photocopy	
Submit log book to buhagian keuangan.	
<ul style="list-style-type: none"> <li>- Photocopy invitation letter from pji to involved member</li> </ul>	
<ul style="list-style-type: none"> <li>- Log book is use for pelaporan at keuangan</li> </ul>	
<ul style="list-style-type: none"> <li>- learn how pji function in order to determine <del>the</del> which is best to do <del>an</del> as a special project</li> </ul>	

DATE 3/3/2018

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Try to reformat office computer (H/W broken) unable to fix	
Photocopy Fetch newspaper	
- reformat office computer is due to its inability to boot up	
- Try to format however fail due to installation failure	
- Installation failure is because hard disc / hardware failure	

DATE: 6/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Discuss about project with praktikal partner</p> <p>Meet supervisor for the task delegation</p>	

## PRACTICAL TRAINING

DATE : 7/8/2013

[illegible]

## PRACTICAL TRAINING

DATE: 8/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Do a little bit of coding exercise to jog memory make questionnaire for department</p>	
<p>- Questionnaire is for ITC International &amp; Joint Conference</p>	
<p>Making list of content for File Record file.</p>	
<p>- Most of file is unlisted</p>	

DATE : 9/2/2017

[illegible]

DATE: 10/2/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Installing Adobe acrobat reader for server computer Fixing pendrive with shortcut virus Retrieving deleted files	
- Staff asks why his computer cant run Pdf file	
- check the computer and determine that Adobe reader is corrupted	
- Download new acrobat reader to solve the problem	

DATE: 13/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Do filing	
- Separate file into few categories	
- Tagging file	
- Combine file	
- Rearrange file	
- Print list of file into boxes	
- Listing the files	

DATE: 14/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Counter duty fetch newspaper Sent letter	
<ul style="list-style-type: none"> <li>- Counter duty               <ul style="list-style-type: none"> <li>- stay at counter to answer question from visitor to pji</li> </ul> </li> <li>- usually lecturer, student</li> <li>- Newspaper is usually not sent to pji but staff pji need to go take it from bahayien koprat</li> </ul>	

DATE: 15/2/2017

[illegible]

DATE: 10/1/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
making a template for <u>website</u>	
try around with few <u>ideas</u> on with <u>coding</u>	
Filing	
- Page Arrange file	
- listing	

DATE: 17/8/22/7

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Formatting an laptop	
Photocopy	
Setting up projector	
Sent log book to bhy kawangan	
Packing up projector and return it to its plates	

DATE: 20/8/2017

[illegible]

DATE: 21/3/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Fetch news paper	
Working on PM Roden Computer	
<ul style="list-style-type: none"> <li>- Instalting IDM</li> <li>- Teach how to use</li> <li>Whatsapp web</li> </ul>	
Photocopy	
Staple	

DATE: 22/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Transporting Ak papers from Deven pro to Pji	
Moving boxes	
- go to deven pro	
- carry box into ACFF cen	
- ride back to Pji	
- carry in Ak papers into <del>st</del> storage.	

DATE: 23/8/2017

[illegible]

DATE: 24/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Distribute letter to region hde	
Record keeping allumri correspondent in excel	
- 80 correspondent finished	

DATE: 27/8/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>to googling for potential special project for ITI</p>	
<p>sending log book to bhy kerugon</p>	
<p>Photo copy</p>	

DATE: 28/8/2017

[illegible]

DATE 29/01/2017

[illegible]

DATE: 30/9/2017

[illegible]

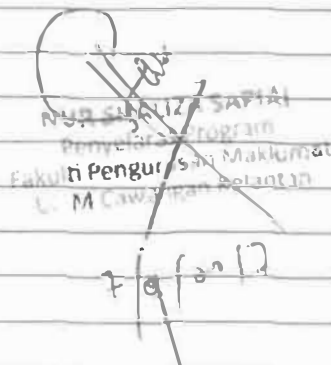
DATE: 5/9/2017

[illegible]

DATE: 6/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Sent letter to Region hole	
Photocopy papers.	
excell data keeping of alumni correspondat	

DATE 7/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>excel data keeping of alumni correspondent.</p>	
<p>Photocopy</p>	
<p>Sent letters to HCA</p>	
<div style="text-align: center;">  <p>NUR SYALIZA SAPIA Penyelaras Program Fakulti Pengurusan Maklumat Universiti Malaya 7/9/2017</p> </div>	

DATE: 11/9/2017

[illegible]

DATE: 12/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p><del>for the rate in meeting</del>  <del>for development of</del>  <del>the project</del></p>	
<p>Sent letter to pigeon hole          photology</p>	

DATE: 13/09/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Contract development for <del>the</del> <del>first</del> questionnaire for ITC	
- Collecting data	
- Reconstructing structure	
- Merging draft	

DATE: 14/9/2017

[illegible]

DATE: 12/19/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on excell Alumni respondent data keeping	
- AQ correspondent finished	
Setting up projector for meeting room	

DATE 10/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue data feeding of Alumni respondent into <del>Excel</del> Excell.	
- 96 correspondent finished	
Counter Services	

DATE: 20/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Sent log book to Bahagian Keangan	
Sent letters to Hq.	

DATE: 21/9/2017

[illegible]

DATE: 24/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
looking for antivirus for ✓ fake kaspersky shortcut virus	
updating SMAADU for officers perktop	

DATE: 25/9/2017

[illegible]

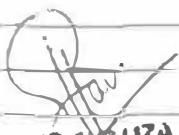
DATE : 26/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Setting up projector	
Preparing certification paper	

DATE: 27/9/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Setting up projector	
Sent log book to banyan ke wangan	
Continue excell alumni data keeping	
Counter Services	
Fetching newspaper.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Formatting office laptop	
Reinstall & installing all the software	
Installing new drivers.	

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Fetch A4 paper from Nuran Pro	
Carry Papers into Pji	
Continue working on excell data keeping.	
 <b>NUR SYARLIZA SAPIRI</b> Penolong Projek Fakulti Pengurusan Maklumat U. M Cawangan Kelantan	
1/10/2017	

DATE: 21/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
gdn 1 Record Keeping Alumni <del>all</del> - excel	N/A
Designing certificate	
PT 1 Sent h log book to Buhayon Kewangan.	

DATE: 3/10/2017

[illegible]

DATE: 4/10/2017

[illegible]

DATE: 5/10/2017

[illegible]

DATE: 8/10/2017

[illegible]

DATE: 9/10/2017

[illegible]

DATE: 6/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
meeting on development of touch screen panel at kampus <del>top</del> <del>top</del> Bah Baru opening	
making draft for content	

DATE: 11/10/2017

[illegible]

DATE: 12/10/2014

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue on sorting out content for Komper & B touch panel	
Sent letter to bahagion Kandadian	
Photology	



DATE: 15/10/2024

[illegible]

DATE: 16/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Sent by book to <del>bahuguna</del> bewanagar	
continue working on Content Development	
FICN newspaper	

DATE: 17/10/2017

[illegible]

DATE: 19/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
learn how to use video scribe from en. Firman	
Downloading software for en. Firman	
make a story board for touch panel bangus kh	

DATE: 22/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Teach Dr nit kararizaman how to use google Drive	
Photocopy	
Prepare Projector	
Fix virus infected pendrive	

DATE: 23/10/2017

[illegible]

DATE: 24/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Finally decided on special project</p>	
<p>A system to book conference room</p>	
<p>Reason: PTI still use paper to booking/reserve the room.</p>	
<p>Go to town for help at alumni booth</p>	
<p>- Passing pamphlet to student</p>	
<p>- Collecting Alumni Registration money</p>	
<p>- Stamp at convocation papers</p>	

DATE: 25/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on special project	
Fetch news paper	
Sent by book to bahagian kewangan.	
Sent form to bahagian keenderaan.	

DATE: 26/10/2017

[illegible]

DATE: 29/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
continue working on special project	
<ul style="list-style-type: none"> <li>- working on login function</li> <li>- function</li> </ul>	
Photocopy	
scan into portable word papers	

DATE : 20/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>(continue waiting on special project)</p> <p>- searching on open source login</p> <p>- create login function based on it</p> <p>P11</p> <p>- Sent a log book to bhargava kumar</p>	

DATE: 31/10/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on data keeping alumni correspondent into excell	
Photocopy	

DATE : 1/11/2017

[illegible]

DATE: 2/11/217

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Sent log book to bahagian ) berangan	
- Fixing co worker problem - removing shortcut virus - restore deleted files.	

DATE: 5/11/2017

[illegible]

DATE: 6/11/2017

[illegible]

DATE 7/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Continue with special project</p> <ul style="list-style-type: none"><li>- error happened</li><li>- probably when setting up remember me feature</li><li>- working to fix the problem</li><li>- error persist</li></ul>	

DATE: 8/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue working on special project	
Photocopy	
Sent letter to bahayonan Kendaraan	

DATE 9/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue working on Special project	
Photocopy	
sent log book to bahagian kewangan.	

DATE: 12 / 11 / 2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue data collecting on <del>the</del> extell	
Sent log book to bungian farangan	
Sent letter to pegeran bele	



DATE 13/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Interface data keeping on excel	
Sent log book to buhagian keuangan	



DATE: 14/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on special project	
A - still unable to find the error	
Sent letter to pigeon hole	



DATE 13/11/2017

[illegible]

DATE : 16/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Giving log - M function another try	
<ul style="list-style-type: none"><li>- Re read all coding to find miss match ports</li></ul>	
<ul style="list-style-type: none"><li>- error found</li></ul>	
<ul style="list-style-type: none"><li>- login function notting again</li></ul>	
Photocopy	



DATE: 19/11/2017

[illegible]

DATE: 20/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<ul style="list-style-type: none"> <li>- looking for php script which open source as reference for calendar booking</li> </ul>	
<ul style="list-style-type: none"> <li>- All script ready made script is <del>purchaseable</del> require money</li> </ul>	
<ul style="list-style-type: none"> <li>- Playing <del>also</del> around with coding trying to make table which capable of recording booking data</li> </ul>	

DATE: 21/11/2017

[illegible]

DATE: 22/11/2027

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing out other ideas for calendar form	
- data unable to be insert into the database	
- working out help men v as change of price	

DATE: 23/11/2017

[illegible]

DATE: 26 / 11 / 2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Sent by book to Balegion keuragan	
Fetch newspaper for PTI	

DATE: 27/11/2017

[illegible]

DATE : 23 / 11 / 2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
working on special project	
<ul style="list-style-type: none"><li>- continue working on calendar type reservation system</li></ul>	
<ul style="list-style-type: none"><li>- temporary calendar base system functioning</li></ul>	

DATE: 29/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Testing out both logging log in and calendar booking system	
- Both functioning well	
Photocopy	
Sent letter to pigeon hole.	

DATE: 30/11/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Show Special project <del>for</del> to Supervisor	
- request to add room function	
- History of reservation	

DATE : 3/12/2017

[illegible]

DATE : 4/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on Booking System	
- fail to add new room function	
- keep trying out new method to fulfil the demand	

DATE: 5/12/2017

[illegible]

DATE: 6/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue working on system <del>try</del> trying to implement demanded function	

DATE: 7/12/2017

[illegible]

DATE : 10/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
<p>Continue trying to make new room function operational</p> <p>- error persist</p>	
<p>Sent letter to pigeon hole H/A</p> <p>checking pigeon hole at Bahagian pentadbiran for <u>letter</u> letter or parcel</p>	

DATE: 11/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Decide to put off the add room function and working on history function	
- try to add new feature History function keep looping non stop	
- Browser crash	
↳ Restart the coding again.	

DATE: 12/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Working on the System - error print	
Sent log book to bahagian keuangan	

DATE: 13/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Dr. Nik Kumararaman request of installation of IDM into his desktop computer	
Downloading latest IDM	
Installing the software	

DATE : 14/12/2018

[illegible]

DATE: 17/12/2017

[illegible]

DATE: 18/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue working on System	
- fatal error occurred	
- Re load backup	
- Back at square one again	

DATE: 19/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
continue working on System	
<ul style="list-style-type: none"><li>- outsourcing</li><li>- ask help from friend who good at coding</li></ul>	
<ul style="list-style-type: none"><li>- to add new features need to <del>start</del> start from scratch</li></ul>	
<ul style="list-style-type: none"><li>- reason: coding is tightly pack together switching code will <del>and</del> affect others.</li></ul>	

DATE: 20/12/2017

[illegible]

DATE: 21/12/2017

[illegible]

DATE: 26/12/2017

[illegible]

DATE: 27/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Continue working on system counter services	
 <b>NUR SHALIZA SAPIAL</b> Penyeras Program Fakulti Pendidikan Maklumat & Media Komunikasi Universiti Malaya Kelantan	
29 / 10 / 2017	

DATE: 28/12/2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
continue working on system	

DATE: 31/12/2017

[illegible]

DATE: 3/1/2019

[illegible]

DATE: 4/1/2012

[illegible]

DATE: 7/1/2012

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
Collecting Material For <del>Duties</del> <del>The</del> Appendix	
to make copy of the excel data to submit to ppl staff	
Cleaning up work space	

DATE : \_\_\_\_\_

[illegible]