



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT:
BAHAGIAN PENYELIDIKAN, JARINGAN INDUSTRI DAN ALUMNI
(UiTM CAWANGAN MACHANG KELANTAN)
BUKIT ILMU, 18500 MACHANG, KELANTAN**

**ACTIVITY PROBLEM REPORTING SYSTEM
(APRS)**

**BY
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2016673974**

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

01 AUGUST 2018 – 31 DECEMBER 2018

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

01 AUGUST 2018 – 31 DECEMBER 2018

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

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Date of submission: 09 July 2018

ABSTRACT

Insutrial training report based on the period from 1st Ogos 2018 to 31st Disember 2018 at Universiti Teknology MARA Cawangan Kelantan at Department of Research, Industrial Linkages and Alumni (PJIA). During industrial training for five months, the trainee has discussed with organization supervisor to choose the best special project for industrial training. Department of Research, industrial Linkages and Alumni (PJIA) need a something that can help them in retrieve information and resource. PJIA also need a system that can help them to make activity reporting and keep the data about activity. During the industrial training period, an Activity Problem Reporting System (APRS) have been choose and this system was unable to help in send activity report and this system was having the advantage and flexible for coordinator and Deputy Rector of PJIA.

Keywords: APR System, special project, activity, Deputy Rector, training.

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CHAPTER 1

INTRODUCTION

1.1 Background of Organization



Figure 1: Universiti Teknologi MARA Cawangan Kelantan (UiTMCK)

Universiti Teknologi MARA (UiTM) Cawangan Kelantan (UiTMCK) was formerly known as Institut Teknologi MARA (ITM). The ninth branch campus establishment was officially introduced on the 1st July, 1985 by Y.A.B. Tan Sri Dato' Haji Mohamad bin Yaakob, Menteri Besar of Kelantan at that time. The establishment of UiTM was the outcome of the collaboration between UiTM and the Federal Government. As a result of this close cooperation, Federal Government allocated 12 acres of land property owned by Majlis Pengakap Negeri Kelantan at Kem Kijang, 8 kilometres from the city of Kota Bharu. Renovation of a few old building and the construction of new buildings were funded by Federal Government at a cost of RM1.5 million.

The first batch of 185 students was taken for the semester of July – December 1985. In the earlier stages, a number of employees were only 71 where 7 of them were lecturers and the other 64 were non-academic staff. The construction of permanent campus was initiated in 1993. Federal Government allocated 200.32 hectares of land at Bukit Anjing, Machang for the construction. Bukit Anjing was then been reestablished to Bukit Ilmu, which was an inspiration from former Director of ITM, Allahyarham Dato' Nik Abd Rashid Nik Abd. Majid. The name Bukit Anjing was changed as it is compatible with the function of providing learning opportunities in various knowledge disciplines for Bumiputras. The official resettlement to Machang campus began on the 1st January, 1996. UiTMCK formerly known as ITM was

upgraded to Universiti Teknologi MARA on 26th August, 1999. Today, UiTMCK is emerging to meet the needs of a premier university, in the state of Kelantan in particular.

1.2 Vision and Mission.

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

1.2.1 Vision

Enhance knowledge and expertise in all areas of program delivery through professional, research and community service based on the values and ethics of professionalism.

1.2.2 Mission

To be the finest University-based scholarly and academic excellence to lead the dynamism in all areas of professional world class so that established graduates who are competitive, global and ethical.

1.3 UiTMCK Organization Chart



Figure 2: UiTMCK Organization Chart

CHAPTER 2

ORGANIZATION INFORMATION

2.1 Profile of Department of Research, Industrial Linkage, Community & Alumni



Figure 3: Department PJI



Figure 4: Counter PJI

Research, Industry & Alumni Division was established on 01 January 2007 which started and operated as a small unit, Research Management Unit (RMU). Over the years It has been expanded as one of the main divisions of UiTM Kelantan Branch which provides various facilities to support academic development programs and activities such as research, writing, publishing, consulting and commercialization of lecturer's research products.

The main function of the PJI Division is to manage matters relating to the management of research, writing, publishing, entrepreneurship, consulting, alumni, intellectual property protection and commercialization. The PJI Division is also entrusted to assist academics in the field of writing by increasing the value-added of research results for publication in high-impact journals. Apart from that, the PJI division also collaborates with government agencies, private organizations and communities to provide programs that can enhance graduates' marketability, generate research opportunities and provide community services to surrounding people.

2.2 Vision

The PJI vision is to be an excellent management center for research and development, consultancy, research and industrial networking and entrepreneurship.

2.3 Mission

PJIA mission is to enhance the university's knowledge, creativity and innovation capabilities through quality services and become the bridge of information, knowledge and technology between universities and industries.

2.4 Objective

The objectives of the department are:

- 2.4.1 Managing, Coordinating and providing the necessary services for the success of research, consulting and research publications.
- 2.4.2 Helping to explore new areas through innovation and creativity. - Establish research and consultative groups among lecturers.
- 2.4.3 Helping collaboration with industry in research, development, commercialization and negotiation.
- 2.4.4 Creating opportunities for UiTM and industry through student-related activities and the enhancement of knowledge and skills as well as student marketability.
- 2.4.5 Strengthen relationships with the community to build a progressive society
- 2.4.6 Student entrepreneurship. - Learning the innovation among students.

2.6 Department Function

There are several units hold by this department. The units and the function were explained in detail as follows.

2.6.1 General Administration Unit

This department consist with three staff that responsible to do all the office work include make letter, photocopy, manage file and also management work. They also responsible to handle meeting that related to this department. Besides that, all record will be handling by this department such as receiving letter, packaging, and file.

2.6.2 URMI (Unit of Research Management & Innovation)

URMI is a department that will handle all the research management, publishing, consultation and commercialization.

2.6.3 ICAN (Industrial, Community and Alumni Network)

ICAN is a unit that responsible on industrial student, industrial network, society network, and alumni. It also functions by creating collaboration between universities, community, and alumni. Then, increase the availability of entrepreneurial graduates from student.

2.6.4 MASMED (Malaysian Academic of SME & Entrepreneurship Development)

The responsibility of this unit is to promote product commercialization among the Bumiputera entrepreneurs. Then, it also support University Entrepreneurship thrust as outlined by Ministry of Education. To encourage entrepreneurship values among student and staff in increasing the employability.

2.6.5 PERC (Poverty Eradication Research Centre)

It responsible on value added product research and improvement of socio economic project.

2.6.6 UCMT (Unit of Creative Media & Technology)

This department more focuses on talent achievement, and related to art. Therefore, it responsible to handle platform that combine on creative art.

CHAPTER 3

INDUSTRIAL TRAINING ACTIVITIES

3.1 Training Activities

During the industrial training, I need to endure 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 industrial student has to do during in 5 months at PJIA, which including many scope of work such as administrative work, managing file room, managing event, and many more. There are a lot of program and office work can do in PJIA. Every work or task that have given for me, I need finish it according to time period. I need long time to settle the work and sometime just in short minutes. It depends on the skills and knowledge that I have. For five months of trainee, many experience that I 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. According to my experience at PJIA for industrial training, I learn many new things that I never get in study. Because in study I just learn about theory, but at industrial training I more learn about practically and can get new knowledge from staff and coordinator at PJIA.

Industrial training could be defined as the beginning of training that has been decided by each of university for students familiar with working environment. The student who undertakes industrial training is responsible mainly to complete the project and tasks assigned by the organization within set it up 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.

This industrial training was complete up for five months from 1st Ogos 2018 until 31st Disember 2018. I have make the industrial training at UiTM Machang in department Penyelidikan Jaringan Industri dan Alumni (PJIA). It is intended to provide useful knowledge and to train students to prepare themselves for the working environment and real world after finish study.

During the industrial training, I have been exposed to the office environment, how to handle various functions in managing information are taught, how to manage the big event, how to handle the stress and pressure from employee. Industrial training also exposes me to the

valuable experience in conducting a real experience that useful for me in the real industry after this.

3.2 Objective of Industrial Training

There are many objectives of the industrial 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 build a good communication skill with a team of workers and practice a good behaviors of corporate life in industrial field.
- To learn the real management and technical aspect in the working environment.
- To build the confidence and self-esteem.
- To inculcate the responsible and trust spirit.
- To provide an official report after finish the industrial training.

3.3 Daily Activities

3.3.1 Office Work.



Figure 6: Assisting staff to Photostat and fax



Figure 7: Assisting staff to laminate paper

The industrial student need to be exposed to any kind of office work to get new experience. It is because the office work is vital whenever the industrial student is responsible handle any kind of office work, for example, photocopying, printing, etc. It is because the industrial student are need to be familiar with the surrounding of the office. The most important job that given the industrial 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 industrial student need to solve it. Meanwhile, there is a staff from different department that needed a help from the industrial staff because the lack of their time. Despite from that, industrial student need to help it such as, doing the survey from Google Documents.

3.3.2 Help Desk



Figure 8: Assisting staff at counter

The PJIA is more about research activity and Alumni. But, PJIA also have a activity and program like PAUK, program CEO Faculty, Program Textile with Tengku Temenggong Kelantan, Program that involve with VC UiTM, Convocation and so on. At PJIA some time staff need a help by industrial student at the counter, there are some work that industrial student need to do like face to face communication at the counter with student, lecturer and outside people.

Then, industrial student also need to make letter fax using fax machine and send letter to Rector office according to order by staff at PJIA. Besides that, the industrial 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 PJIA department store. All of the paper needed because of the staff are using it as daily job in a department. It according the order by Assistant Operation at PJIA En.Farudy.

3.3.3. Persatuan Alumni UiTM Kelantan (PAUK)

The Alumni Community was established allows to both re-connect with old classmates as well as enabling to utilize the trusted Universiti Teknologi MARA (UiTM) environment to expand your professional network. In addition, this community also allow to find and reminisce with fellow graduates, see what they have been up to and stay in touch.

Contributions or activities made for this alumni community during my internship programme were designing the PAUK food stall banner, food wrap paper stamp and PAUK's sticker. The figures are portrayed as follows.

PAUK also involve with convocation to get data about student that has graduation. So industrial student have been given task to help staff PAUK at counter at Dewan Profesional UiTMCK. Industrial student get payment for that duty.

i) Design Bunting PAUK



Figure 9: Design Bunting

ii) Counter Registration Alumni (PAUK)



Figure 10: Assistant Registration Alumni

3.3.4 Department of Research, Industrial Linkage, Community & Alumni

3.3.4.1 Department Organization Chart

The contribution made for the PJIA department is by redesign the department organizational chart. Industrial student need to redesign the department organization chart because there are some staff at PJIA have been change including Deputy Rector of Research Industrial Linkage, Community & Alumni.



Figure 11: PJIA Organization Chart

3.3.5 Ekosistem Kondusif Sektor Awam (EKSA) Programme

EKSA or Ekosistem Kondusif Sektor Awam is a program that was introduced to replace the practice of 5S activity. This step is in line with the efforts to strengthen the organizational culture of high performance and innovative among public sector agencies by providing the environment, culture and values that will be practiced by the public sector agencies. Before the implementation of the EKSA, the trainee and the administration staff in PJI conduct the meeting.

Contributions or activities made for this alumni community during my internship programme were designing the EKSA organizational chart, the recycling bins and the recycle logo. The figures can be seen as follows.



Figure 12: Signboard EKSA



Figure 13: EKSA Recycle Tools (1)



Figure 14: EKSA Recycle Tools (2)



Figure 15: EKSA Certificate of Appreciation

3.3.6 Kelantan Textiles Show (KeTS 2018)

Kelantan Textile Show (KeTS 2018) is program under PJIA that have been manage by coordinator UCMT. Program Kelantan Textile Show has been officiated by YBM Tengku Temenggong Kelantan. This program more involves students and lecture from course Art and Design. Industrial students must to involve for this program as AJK Multimedia. Have given task to make “gimik perasmian for kemuning brands. This program is important program because it involve VVVIP guest, Jabatan Penjara, School Students, Jabatan Kesenian and more.

i) Design Poster



Figure 16: KeTS 2018 Poster

ii) Design logo kemuning



Figure 17: Logo Kemuning for KeTS

iii) Design Poster “Gimik Perasmian”



Figure 18: Print Poster KeTS 2018

3.3.7 Record Management & Filing

The industrial student is responsible to Manage the Filing Room and help staff at PJIA in manage the system. Industrial student has been given task to make a new cover for file record and make new label for every shelf at Filing Room at PJIA. With new cover and new label for every file at filing room it will make filling room at PJIA like more systematically and arrangement. Industrial student also will learn how to manage and put the record in file at PJIA

i) Make New Cover for File.

| | |
|---------------------------------------|-----------------------------------------------------------|
| | No. Rujukan : 600 - CK (PJI/URMI 5/1) |
| | Didaftarkan di bawah perkara: PENYELIDIKAN - AM |
| PERKARA PENYELIDIKAN | |

Figure 19: Cover File Record

ii) Make New Label For Shelf

| | |
|------------------------------|----------------------------|
| 100-CK (PJI 1/1) | 100-CK (PJI/ADD 37/9/1) |
| 100-CK (PJI 1/1/1) | 100-CK (PJI 38/1) |
| 100-CK (PJI 6/1) | |
| 100-CK (PJI 6/2) | 200-CK (PJI 1/1) |
| 100-CK (PJI 6/3) | 200-CK (PJI 2/2) |
| 100-CK (PJI 6/6) | 200-CK (PJI 3/1) |
| 100-CK (PJI 6/7) | 200-CK (PJI 6/1) |
| 100-CK (PJI 6/7/6) | 200-CK (PJI 8/1) |
| 100-CK (PJI 6/7/6) | |
| 100-CK (PJI 9/10) | 300-CK (PJI 1/1) |
| 100-CK (PJI 9/10/1) | 300-CK (PJI 7/1) |
| 100-CK (PJI 9/10/2) | 300-CK (PJI 8/5) |
| 100-CK (PJI/JITEN 9/10/3) | |
| 100-CK (PJI/JUP 9/10/4) | 400-CK (PJI 1/1) |
| 100-CK (PJI/JI 9/11) | |
| 100-CK (PJI/JI 9/11/1) | 600-CK (PJI 3/1) |
| 100-CK (PJI/JI 9/11/2) | 600-CK (PJI 4/3) |
| 100-CK (PJI/JPN 9/19) | 600-CK (PJI 7/1) |
| 100-CK (PJI/JKJN 9/20) | 600-CK (PJI 8/3) |
| 100-CK (PJI 9/46) | 500-CK (PJI 18/2/2) |
| 100-CK (PJI 14/2) | 500-CK (PJI 18/2/4) |
| 100-CK (PJI 14/3) | 500-CK (PJI 19/5/6) |
| 100-CK (PJI/CAN 14/3/1) | 600-CK (PJI 23/1) |
| 100-CK (PJI 14/3/4) | 600-CK (PJI/URMI 23/1/1) |
| 100-CK (PJI 14/3/4/1) | 500-CK (PJI/CAN 23/1/2) |
| 100-CK (PJI 14/3/6) | 600-CK (PJI/MASMED 23/1/3) |
| 100-CK (PJI 14/3/6) | 500-CK (PJI/CMT 2: 1/4) |
| 100-CK (PJI 22/3) | 600-CK (PJI 23/3) |
| 100-CK (PJI 26/1) | 500-CK (PJI 23/4) |
| 100-CK (PJI 28/8) | |
| 100-CK (PJI 30/2) | |
| 100-CK (PJI 31/1) | |
| 100-CK (PJI/CAN/JP 35/7) | |
| 100-CK (PJI/CAN/JA 36/8) | |
| 100-CK (PJI/CAN/JM 36/8) | |
| 100-CK (PJI/CAN/PPKUJ 35/10) | |
| 100-CK (PJI 36/3) | |
| 100-CK (PJI 36/5/1) | |
| 100-CK (PJI 36/5/2) | |
| 100-CK (PJI 36/5/2/1) | |
| 100-CK (PJI 36/5/5) | |
| 100-CK (PJI/CMT 37/1) | |
| 100-CK (PJI/CMT/KRW 37/1/1) | |
| 100-CK (PJI/CMT/KN 37/1/2) | |

Figure 20: Label for Partition Record Shelf



Figure 21: Assisting staff PJIA Change

New Cover File (1)



Figure 22: Assisting staff PJIA Change

New Cover File (2)

3.3.8 Others Work

Other task which has been assigned during the internship is design bunting for Program IIDEX at UiTM Shah Alam. Industrial Student Have been task to make bunting for Lecture that involve for that program. Then, make cover thesis for Coordinator PERC.

Next make a Sijil Kolokium, Kolokium activity have been make every two weeks at PJIA. It became important program for PJIA. So, Industrial student need to make sijil for kolokium activity.

Industrial Student also have given task to make design cover for AKRK Report and Annual Report.

i) Design Bunting for IIDEX.

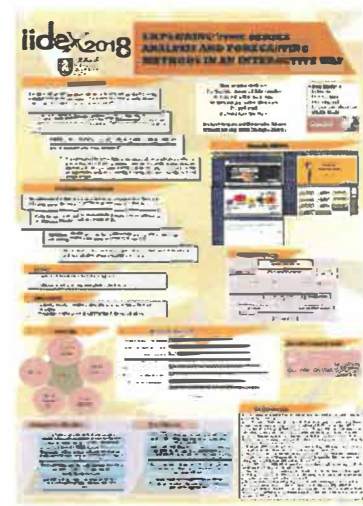


Figure 23: Bunting IIDEX (1) Figure 24: Bunting IIDEX (2) Figure 25: Bunting IIDEX (3)

ii) Cover Thesis for Coordinator PERC



Figure 26: Cover Thesis

iii) Make Sijil Kolokium

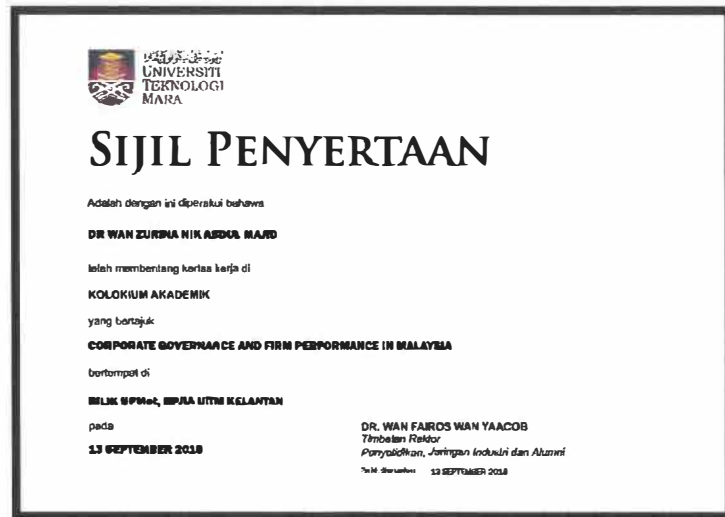


Figure 27: Sijil Kolokium

iv) Design Cover AKRK Report.



Figure 28: Cover AKRK Report

v) Design Cover Annual Report PJIA.

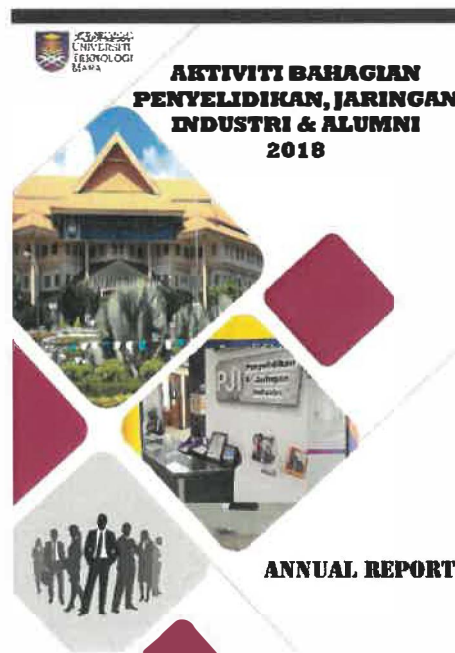


Figure 29: Cover Annual Report

3.4 Special Project

Special project for industrial student must to do New System that have been discuss with Organization supervisor. Organization supervisor can choose any topic depends on what Organization need. The special project that have been discuss and agree with organization supervisor is Activity Problem Reporting System (APRS). This system is more about knowledge mapping and activity report. This system must be to complete it during the industrial training of 5 months.

3.4.1 Project Overview

The Activity Problem Reporting System (APRS) is use for PJIA department only. Because this system more focus to Unit-unit at PJIA, like URMI, ICAN, UCMT, MASMED, and PERC. There have five Unit in PJIA and each unit have one coordinator. So this system can help coordinator at PJIA in make report Activity for Deputy Rector of Research, Industrial linkage, Community & Alumni. This system can become like a storage for activity report for coordinator at PJIA. Before this, activity report it use as manually. Coordinator unit must to fill the form and send to Deputy Rector PJIA.

So with using APR system it will proactively help coordinator unit at PJIA to manage their report to Deputy Rector PJIA. They can make the Report faster, any time anywhere as long have Internet network, and can save the paper. With using APR System, coordinator at PJIA can give the report direct to Deputy Rector PJIA without need to pass the activity paper form to clerk to give at Deputy Rector PJIA.

Besides that, APR System also function as Knowledge Repository. Because at this system also have form for coordinator at PJIA to save and keep any problem and solution that have been face at PJIA. This function has been created because each person that become coordinator at PJIA only have contract for 2 years. So, with using this system it will help coordinator to share the problem that have been face with the problem during become coordinator at PJIA. And the new coordinator that just in, they can look the old problem and solution for that problem in PJIA.

3.4.2 Planning Phase

Planning phase is a part of processes that should be go through to identify the problems that arise in understanding the system and specification before any system are develop. In this phase, timeframe and the flow of system development are planned and framed to make sure the development of the system is running smoothly and can be completed at the specified time. The special project for industrial student was done in this phase is discussion and consultation with the organization supervisor which is Dr. Khalid to discuss regarding the selection of the system title. The system that have been is more useful for organization at PJIA. Than this system also be agree by faculty supervisor Madam Kamariah Binti Chik.

In the planning phase, the documentation about title introduction, the assessment problem statement about the weaknesses of the existing system, identify the objective and scope of user that will be emphasized and use for this system. In this phase also, the selection of methodology is done to determine the development of the system can be implemented following the specified time so that the flow of the system development is more consistent and systematic.

3.4.3 Analyzing Phase

The analyzing phase are a crucial phase that need to be done in the developing the system. The study about problems, objective and scope will be determined in this phase. In this phase the user scope will be analyze in order to gather information of the numbers of user that will be using the system.

The problem background study is analyzed to develop a better system and useful for Department PJIA. The comparison with a compatible system to find out the strength and weaknesses of the system, this comparison is done to develop a better system. In this phase, the process flow is done and sketch which is flow chart, context diagram, data flow diagram (DFD), and entity-relationship diagram (ERD) are generated to get a real picture of the process system flow clearer and organized. To make this system are useful for department PJIA. Industrial student make the interviews are done to analyze the needs that should be included in the development of the Activity Problem Reporting System (APRS). This is because through the interview that has been done it ease the information collection process in order to develop the system.

3.4.4 Methodology

Activity Problem Reporting System (APRS) is the special project that must do it by individual. For course IM245 Every industrial student must to do special project. So, industrial student at PJIA UiTM have been request by organization PJIA to make the system for report activity and knowledge mapping or information repository. So, industrial student must to develop one system for organization that can provide function that can make activity report.

In order to create the system, industrial student has using PADIM system development lifecycle which is used by other system developer. PADIM is referred to planning, analyzing, design, implementation and maintenance process that is involved in the system development process. According to (Abul, 2013), “Padim is the most effective method in order to create the system”.

3.4.5 Problem Statement

There have some problems are faced in developing the Activity Problem Reporting System (APRS). First is the difficulty on retrieve the data information for activity reporting. It because there are have five coordinators so, it will become to many activity report data and will difficult to retrieve the data. Next, the difficulty for divide the information of activity reporting for each unit in PJIA.

3.4.6 Objective

The objectives of the Activity Problem Reporting System (APRS) are as follows:

- i) To record all the data of activity at PJIA.
- ii) To reduces paper use, in make activity report.
- iii) To help coordinator at PJIA to save and share their problem and solution during become the coordinator.
- iv) To become data repository for Unit-unit at PJIA.
- v) To help Deputy Rector of PJIA easily in checking activity report and problem that have been face by unit coordinator at PJIA.

3.4.7 Scope

The Activity Problem Reporting System (APRS) is only used for internal building only. Which means it only can be use by coordinator and Deputy Rector at PJIA only. This system useful for Deputy Rector of PJIA, because with this system Deputy Rector can monitor the activity report anytime and anywhere. Before this, if Deputy Rector of PJIA need an activity report must be request from coordinator unit and it come in hardcopy, so it take a time. With this system it can save the time and faster. This system also useful for new coordinator at PJIA, because this system is also can be knowledge repository. In this system new coordinator can learn and look the information that have in APR System. Because, in this system have been show the list of solution in manage the problem the have been face by old coordinator. This system is secure because it the login in is divide for each coordinator. So every coordinator for each unit cannot see the activity and problem report from another unit. Only Deputy Rector of PJIA see all the activity report and problem report.

3.4.8 User Target

This system developed for Deputy Rector of PJIA and five coordinators at PJIA. The five coordinators at PJIA is URMI, MASMED, ICAN, PERC, UCMT. All this coordinator is the user for Activity Problem Reporting System (APRS) and Deputy Rector of PJIA is become admin for this system. Deputy Rector of PJIA can see all data in APR System without limitation but Deputy Rector cannot edit the content and add any data in this system.

3.4.9 Development Tools

Development tools is important tools that been use in developing the system. Every tools that have been used have each unique and important function. For development tools it has software and hardware. Table 1 and table 2 showed explanation of system development requirement tools.

Table 1: Hardware Requirement

| Hardware | Description |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Laptop HP Pavilion (core i5) | HP Pavilion is a line of personal computers produced by Hewlett-Packard and introduced in 1995. The name is applied to both desktops and laptops for the Home and Home Office product range. As a result, HP sold both HP and Compaq-branded machines until 2013 |

Table 2: Software Requirement

| Software | Description |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wamp server software | 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 |
| MySQL Database Management Systems | 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 (Hypertext Preprocessor) | <p>PHP or also known as Hypertext Preprocessor is one of the programming languages in developing a website. PHP itself is known as Personal Home Page. According to Sklar, et al (2003), unlike ASP and ColdFusion, PHP is one of the open source language. To develop this system, PHP is used because it can be acquired and use for free. PHP provide technical support and is always improving and updating the main function of the PHP. PHP usually used together with software such as MySQL, TextEditor and Apache Server. Other than that, PHP is also used on few other different platforms. PHP script can be run throughout the system operation such as Linux, Windows, Solaris, Open BSD, Mac OS and it also provides support to all major web server clients like Apache, IIS, IPlanet and others. Lastly, the used of PHP is used to develop the system, aims so that the source code can be modified for future use.</p> |
| Adobe Dreamweaver CS6 | <p>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</p> |

| | |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | languages and frameworks including ASP, ColdFusion, and PHP. |
| Google Chrome | The Google Chrome is a web browser which available for Windows, Mac OS X, Linux Android and many more. Chrome was developed by Google in 2008 which is one of the popular web browsers. |
| Adobe Photoshop CS6 | Photoshop has become a foremost software graphic editor that could give many beneficial to the users. Developer has used it as to create header for the system. it is not complicated even have many complex part to edit because the developer the developer already have basic especially in designing the project. |

3.4.10 Project Planning

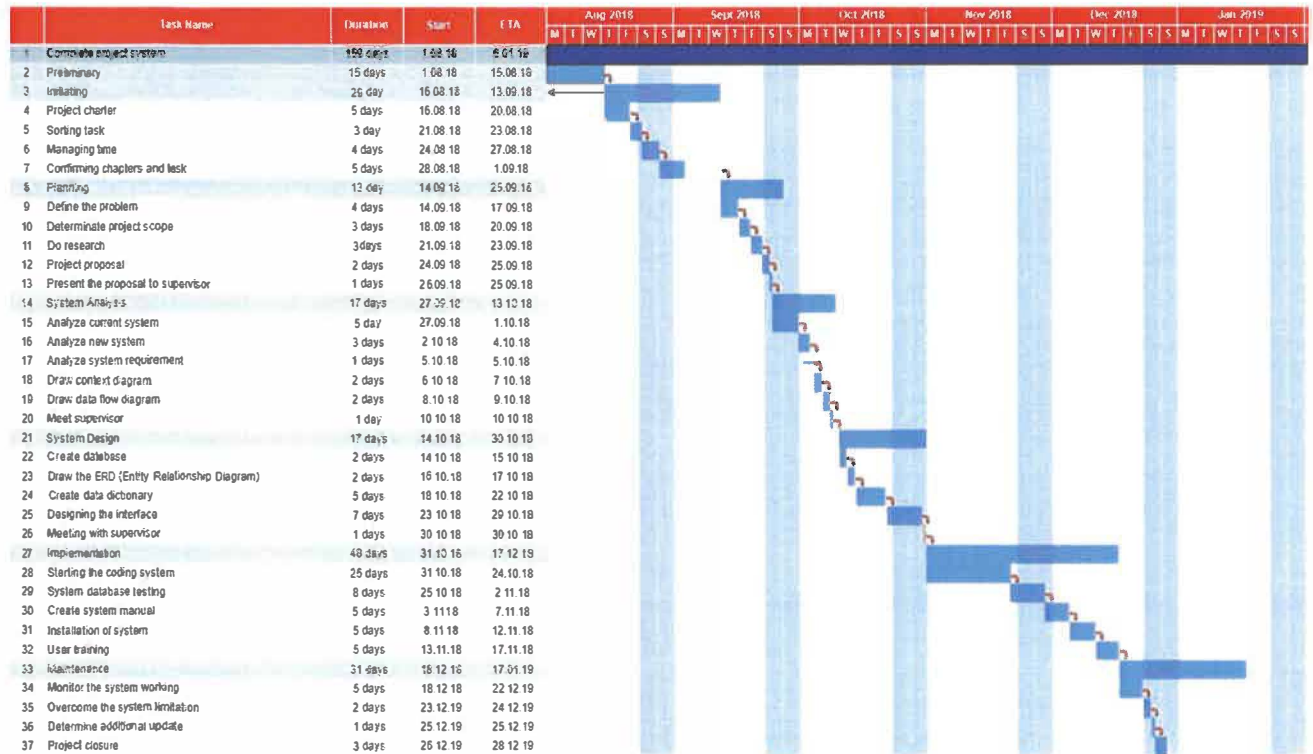


Figure 30: Gantt Chart

According to timeline of the project, trainee has taken about 159 days to complete all the. For this timeline it has five phase including planning, analysis, design, implementation and maintenance of the system using Gantt Chart to ensure every work as long 159 days will follow the schedule and finish on time. For the planning of the project it takes time for 13days because in the planning section the trainee must to discuss with supervisor and plan the type of project, plan the flow of the project, and overview of the project. Then next phase is analysis. The Analysis have been take time for 17 days, in the system analysis have process for the make context diagram, data flow diagram, and entity relationship diagram. The trainee also must to analyze the new system to make sure the system useful for PJIA. Next phase for timeline is design, design is more focus to make interface design for system and flowchart. After that, is implementation, for the implementation the trainee more focus to user manual and user training. Then, the last phase of timeline is maintenance. Before the system can be publish it must to try and take a time to monitor the system it because to avoid any problem and damage in the APR System.

3.4.11 System Design

System design is phase about System Development Life Cycle (SDLC). For this phase, interface and database will be design in order to develop the system that has been planned. It is a design based on the need of the system. Database is built in order to create the relationship between the entities. This process is translated into the flow chart diagram, data flow diagram (DFD) and entity-relationship diagram (ERD). All the process has been implement inside the database that has been built. The data that going inside to database is from the key in by coordinator at PJIA. The That has been key in will automatically inside into database. Only coordinator can inside the data, Deputy Rector cannot key in the data and only can view the data that call from database.

For this system have two flowcharts it is user flowchart and admin flowchart. It differences between user flowchart and admin flowchart. Interface for each module is designed according to suitability of the system and are design to give satisfaction to the coordinator at PJIA that will be using the system. Apart from that, the data selection process and attribute for the database are also done in order to make sure that the database can be manage perfectly according to the interface module that has been done.

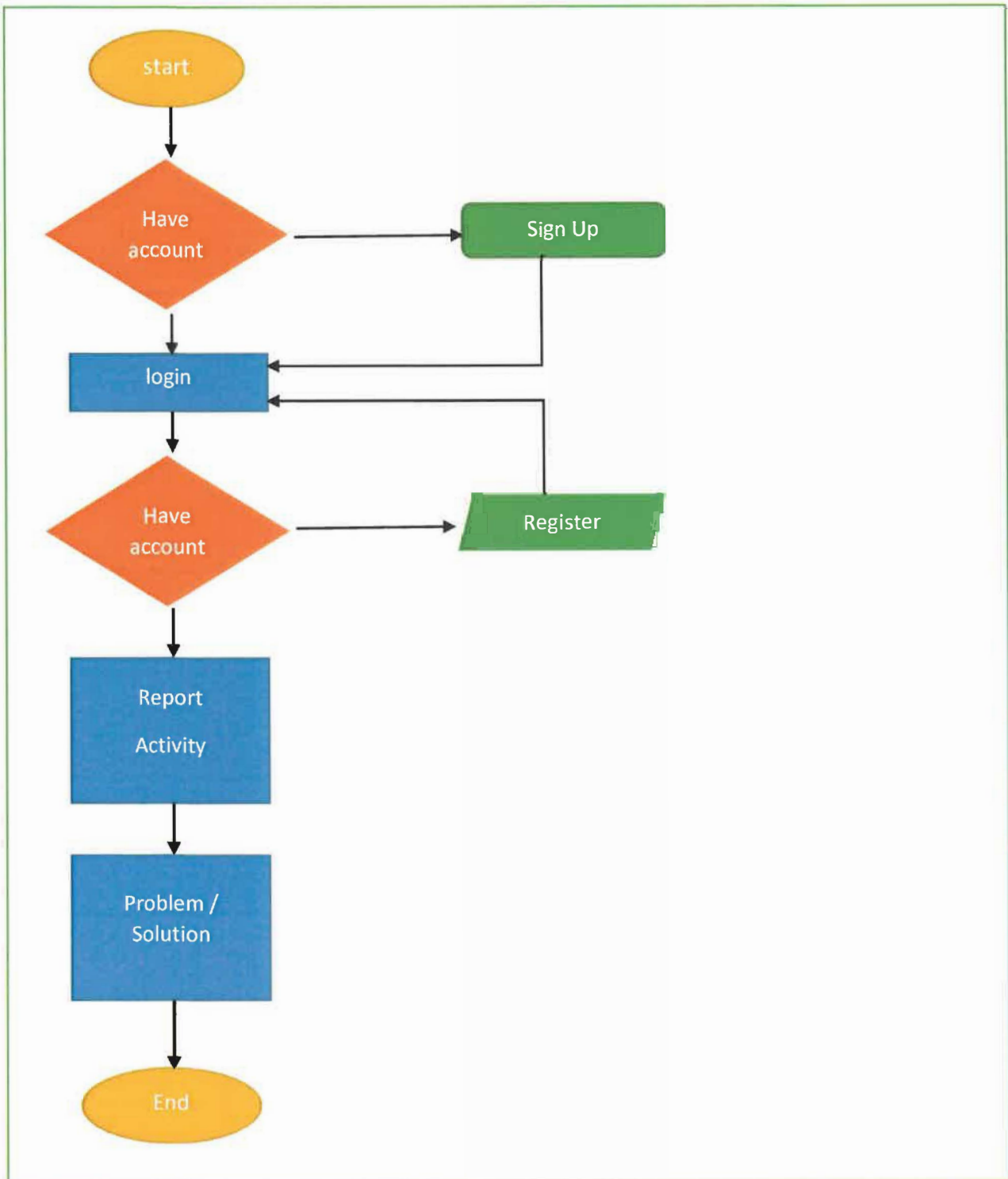


Figure 31: Flowchart (user)

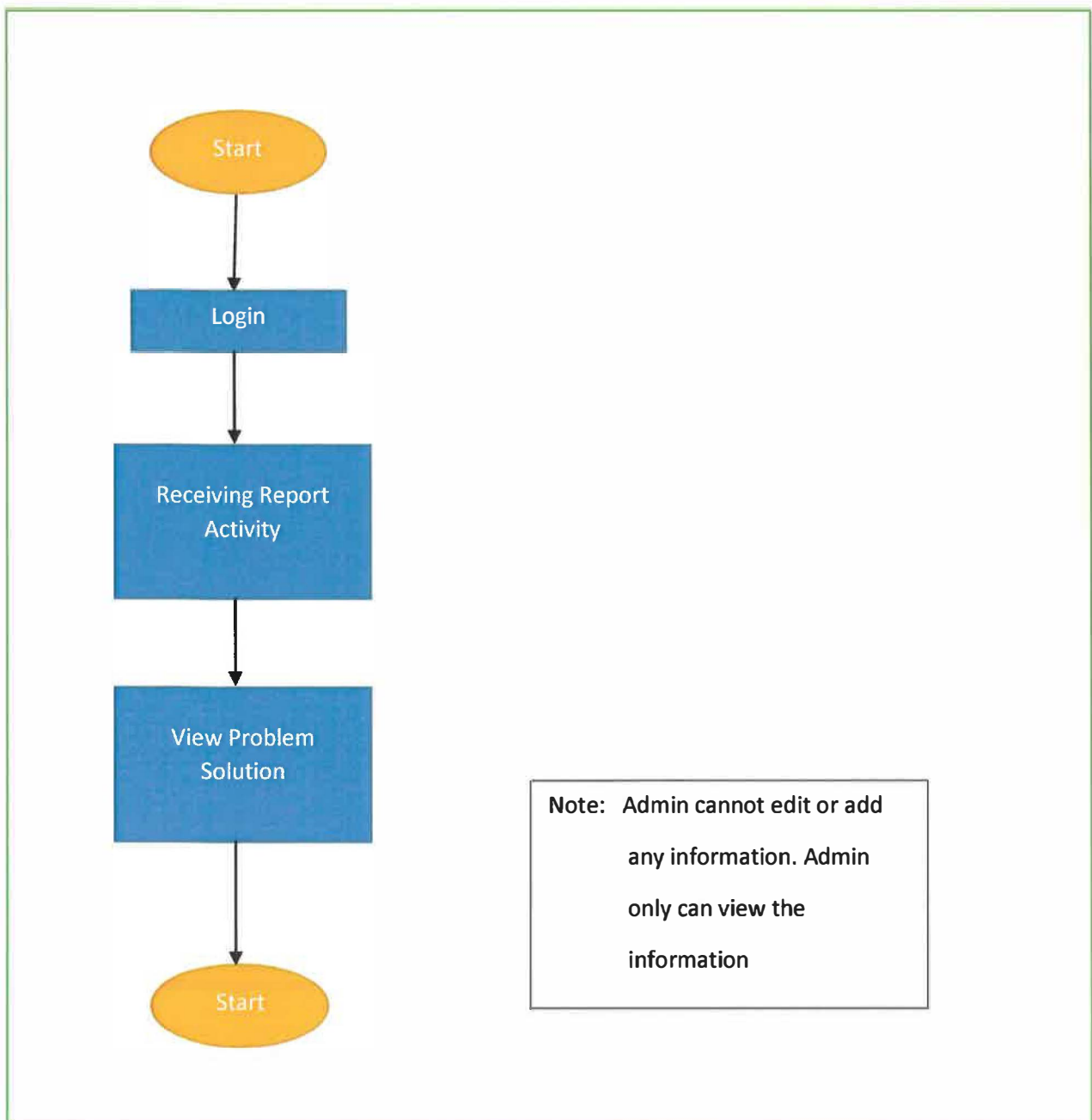


Figure 32: Flowchart (Admin)

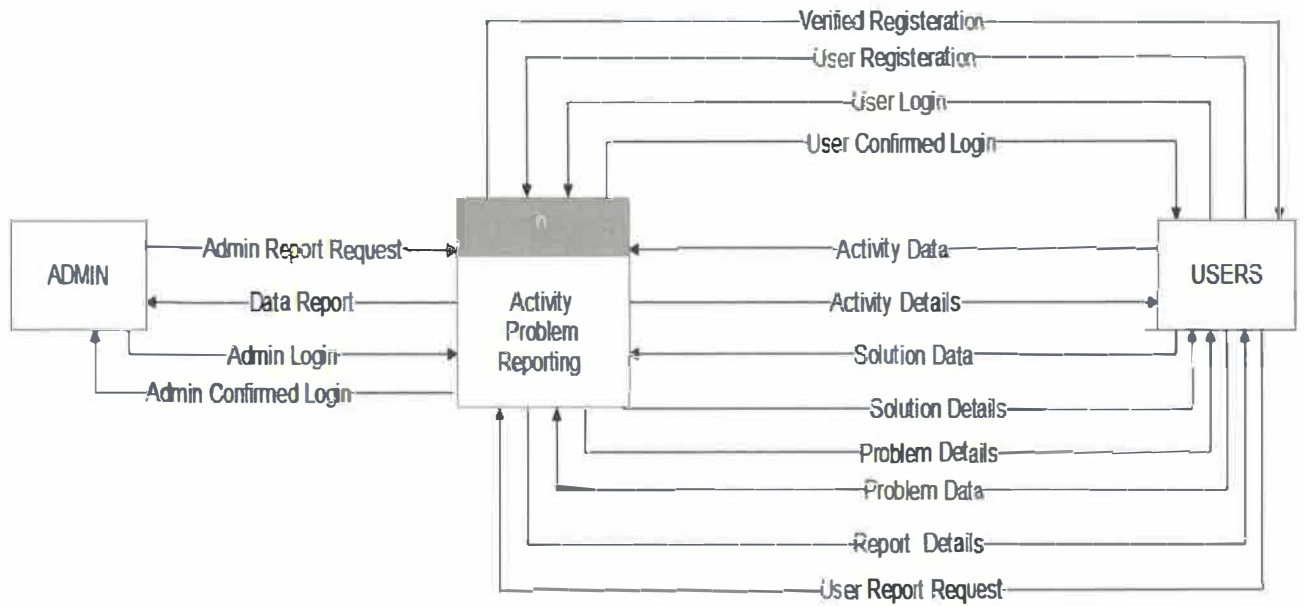


Figure 33: Context Diagram

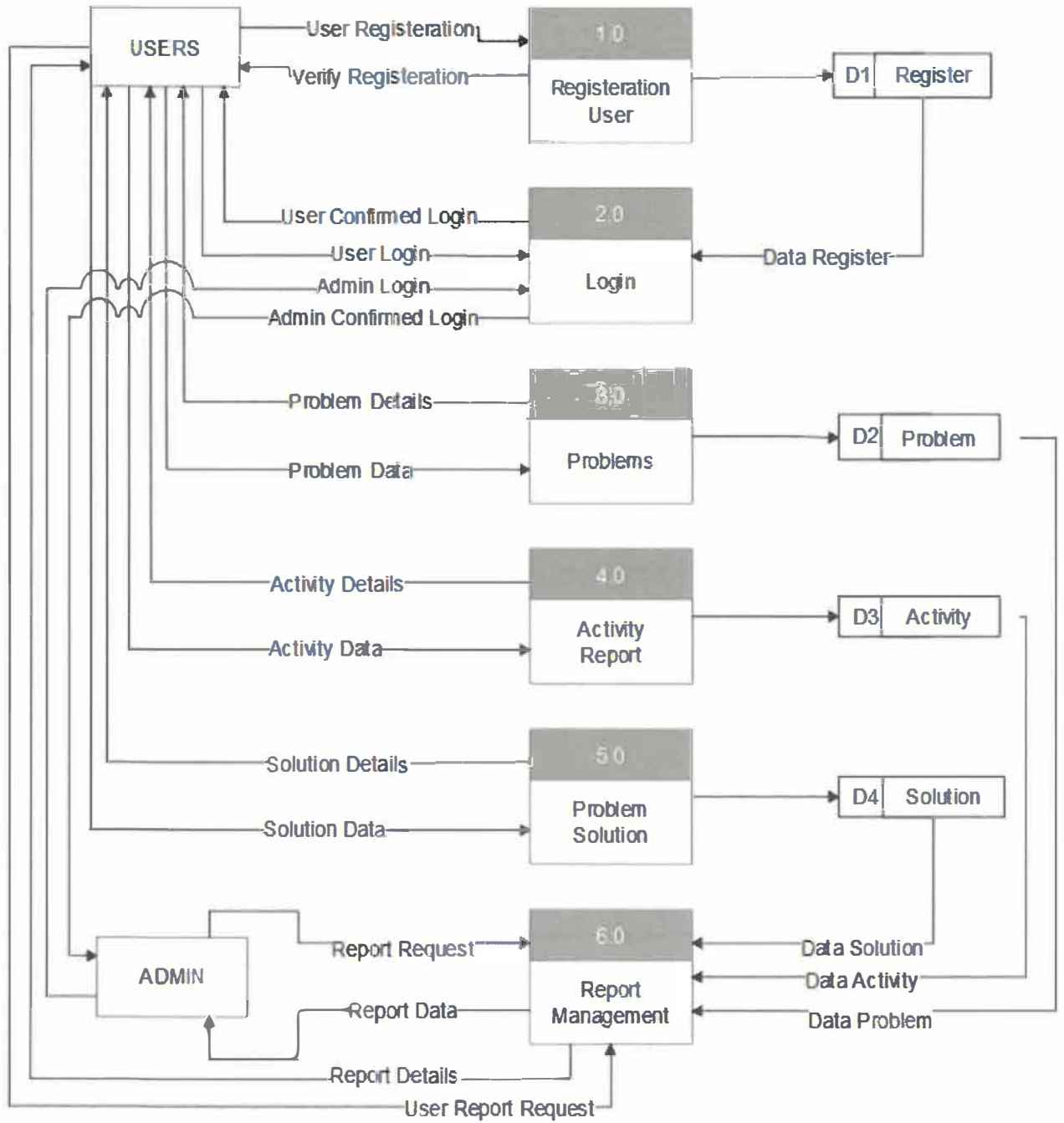


Figure 34: Data Flow Diagram (DFD)

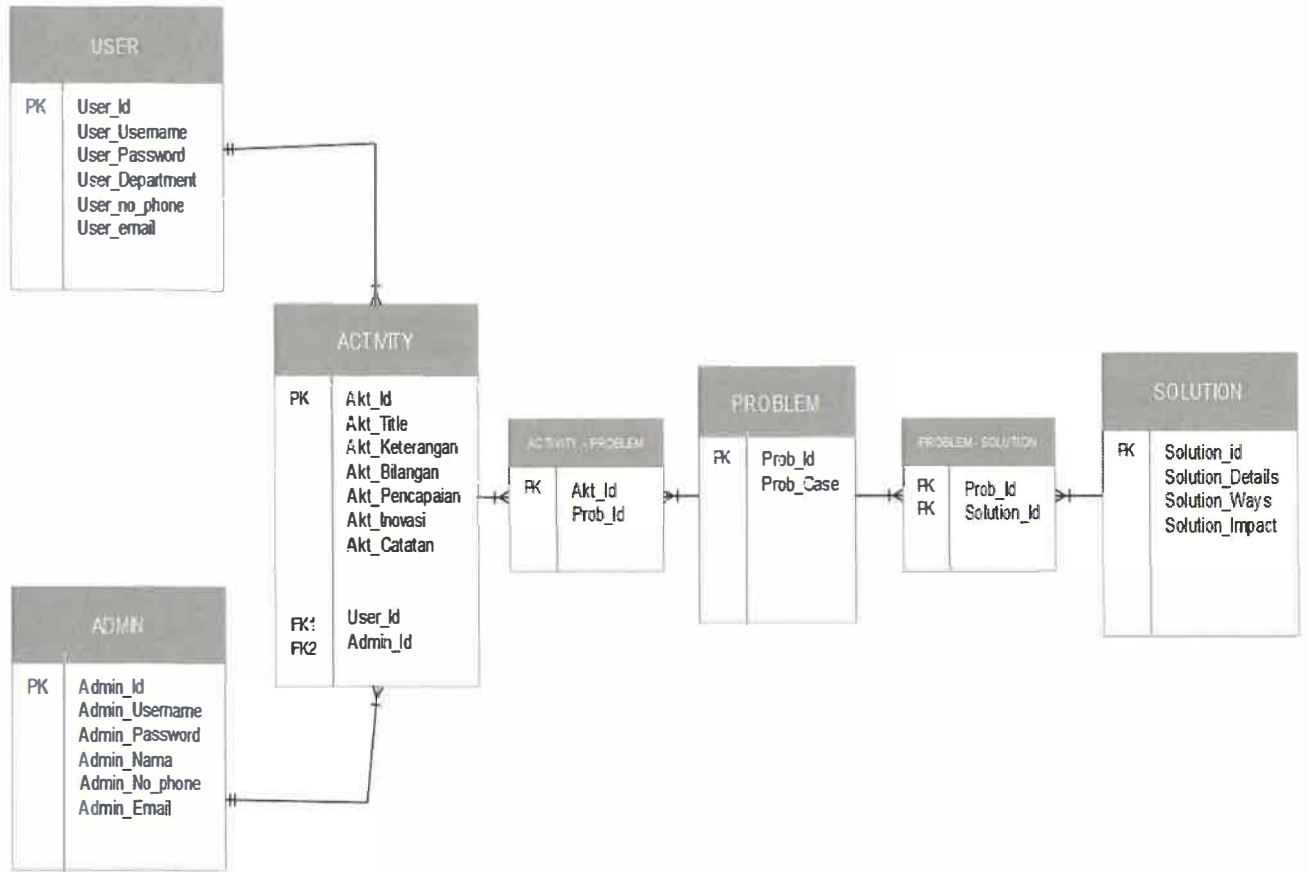


Figure 35: Entity Relationship Diagram (ERD)

3.4.12 Maintenance

The maintenance phase is appearing once the system is operational. Maintenance for the system is important to make sure the system running correctly without any problem. Every system must always be maintaining to avoid problem mange data. Most often, new programming and systems may be discharged while more established programming is as yet being kept up in the business. The support stage likewise incorporates taking care of the mistakes of the coding system that may exist in the product even after the testing stage. This stage likewise screens system execution, asked for changes are made. Upkeep, regularly turned help, is an essential action for connecting the encounters of clients or clients with the item conveyance association. We consider sees on innovative support from troubleshoot settling through to configuration centered exercises. For the APR System the maintenance must be make a least every 2 years. Because, if the coordinator change it will have the new register for new coordinator. So, maintenance must be made it to avoid any duplicate data storage.

3.4.13 Advantage of The System

Activity Problem Reporting System (APRS) has its own abilities which can be benefits for department PJIA. Because, this system can help Deputy Rector of PJIA monitoring the problem at PJIA and check activity report. It Also can help new coordinator to learn about PJIA and fint the solution of the problem that whatever happen in PJIA before this. With using this system also can make the coordination to share the idea in solving the problem or case that have been handle before this. APR system can help Coordinator to improve their skill in solving the problem and make the PJIA become more quality department with less problem and arrow. With using this system, it can avoid any data or document from missing because all the data will be save in database. Before this many report activity missing and hard to retrieve, because it still uses manually and it causes human error.

3.4.14 Suggestion for Improvement

The suggestions are needs for the improvement which it can enhance the quality management information system. There are several of suggestions for improvement for the system Activity Problem Reporting System (APRS). First suggestion is this system can been open for more staff and felo at PJIA. So, all staff can be use this system and make the report using this system

without using any manual report. Next, the another suggestion for improvement of this system is make this system more advances more function. Like add more function like for upload file as record keeping system. Notification for any request report and anything information that need by Deputy Rector of PJIA. Lastly the another suggestion for improvement that have been found is prepare for the back-up which it is to prepare any unnecessary problem happen. Like if the data and information is accidentally lost the back-up software can be uses to recover back the data and information that have been kept in the APR System.

Chapter 4

CONCLUSION

4.1 Application of Knowledge, Skills and Experience in Undertaking the Task (Knowledge gained)

For 5 months in industrial training in Department Research Industrial Linkage, Community & Alumni at UiTMCK give lot of new experience to the trainee. From this session, the trainee got to feel and experience as the real situation of becoming one of the staff in PJIA. As been said by the lectures, the true nature of work really different from the way that was learned in the classes. It is because the different environment during internship and class lesson has given the trainee an opportunity to adapt in any situation for the future. Besides, during the internship, the trainee can apply all the information and knowledge that they learn during the class lesson to complete some task and problem.

Besides that, from the internship program the trainee also can improve the skill and knowledge in many aspects. Because at PJIA have many professional and experience coordinator and at PJIA also have many activity and task that can be join by the trainee. Example the activity at PJIA that have been appointed for trainee is become the committee member for the big event like Kelantan Textile Show 2018 (KeTS2018) that have been attendance by Tengku Temenggong Kelantan. The trainee has given task to make designing poster, and banners for that event. Other that, many program and another activity that have been committed by trainee. Like involve for UiTM 89th convocation, Kelantan International Learning & Innovation Exhibition (KILIEx 2018), Kolokium at PJIA, and so on. All this activity and program give a many experience for the trainee know how to improve skill in manage the program.

Besides that, the another knowledge, skills, and experience in guide interns in completing system development. At PJIA have many coordinators that great in system and industrial student can learn many knowledge and skill in implementing and ideas in create the new system. Coordinator also can teach steps by steps in connecting the database and the system. At PJIA also trainee can learn how to design the slide for meeting and learn how to designing the poster, buntings and banner. All this knowledge can be learning with coordinator at PJIA because, the coordinator at PJIA is lecture from many faculties like Information Management, Accounting, Science Computer and Art Design. So form there many knowledge that can gain from industrial student.

4.2 Personal Thought and Opinion

Based on industrial training for five months at Department of Research, Industrial Linkage, Community & Alumni in UiTMCK, the trainee managed to learn some new working experience from the real working situation that been showed by PJIA staffs and coordinators. The trainee also got own personal thought about the environment, people, facility learn protocols and learn how to handle challenging job task in real life with superior.

In addition, the trainee also learns about time management. A good time management is being showed by most of staffs at PJIA. 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. Trainee also learn how to manage time for task work. Example the trainee gets the task to make design and finish before tomorrow so the trainee must to plan their time and learn how to handle the pressure for top management. Trainee also must to do work with quality and professional.

Next is about communication and soft skill The main lesson learnt that trainee gained while working under PJIA 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.

4.3 Lesson Learn

The trainee has learnt to be more discipline, punctual, and has improve in communication skills. Being in working surrounding, the trainee has learnt how to commit with time, multiple tasks, and so on. Here are several lessons learnt during the internship program.

4.3.1 Proper Self-Management

A proper self-management help the trainee in handling the entire industrial session. During the industrial 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.

4.3.2 Learn new skill and knowledge

The most important things that the trainee can gain from an internship is newfound knowledge. At PJIA trainee can learn many new things like handling record room, prepared for event, attended the meeting and so on. Then, trainee also can include the knowledge how to fulfil tasks that are relevant to his desired career part and sharpening the skill that he already possesses.

4.3.3 Communication and soft skill

Communication skill is important for every Industrial student. 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. If the trainee have good communication skill it will help them to get confidants in make any work that have been task.

4.4 Limitation and Recommendation

There are have some limitation for the Department of Research, Industrial Linkage, Community & Alumni. The organization should give the allowances to internship student because their working hours are similar to other workers. In Addition, the industrial student is assigned with many tasks so it is reasonable to pay them. For five months, that situation quite difficult for trainee to living in such expensive cost living. The PJIA should consider as trainee should also pay for their rent house and transport cost. The another limitation is industrial student get the work or task with not involve for industrial student scope of work. So, it become to much because industrial student at PJIA is cannot have allowances but must to do the task like staff that get salary. So, Department PJIA must to focus about this problem.

Lastly as the conclusion, the recommendation for this limitation, Department PJIA must to aware and should consider about the giving allowances for industrial student because their also working like other staff, follow the rules, and working according to office hours. Next, Top Management at PJIA must always monitor the industrial student and give the task and scope of work. It because to avoid anything undesirable happen. The staff and coordinator at PJIA must to share the skills and knowledge for industrial student to polish their skills. Staff also must to give the new task to make industrial student to learn new thing.

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Log Book

DATE: 01/08/2018 (RABU)

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>My first day as student practical at Bahagian Penyelidikan Jaringan Industri & Alumni (PSIA) UiTM Machang. At first day I have given punchcard and been teach how to use punchcard. After that, I have give meet with Timbalan Rektor PSIA. Dr. Wan Fairus. Dr. Wan Fairus have talk to me me about this department. She give me the scope of work at PSIA. She also say about attendent ^{and} time. She also give me motivation about work of industrial it very different from in study as students.</p> | |
| <p>After that I have been given table and get know all the staff at PSIA and know every keor coordinator and unit at PSIA.</p> | |
| | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>I have to go at Kampus Kota Bharu with En. Bakeri. I must to help en. Bakeri to setup the material for the visiting program by VC UiTM to Kelantan.</p> | |
| <p>I Also have to make video for kiosk digital for the visiting program by VC UiTM.</p> | |
| | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>- Make daily Activity at PSIA. I have finish the video for visiting program of VC UiTM UiTM. I need to send the video to Deputy Rector of Kota Bharu.</p> | |
| <p>2018/2019 (ISNIN)</p> | |
| <p>- Great Make the grafic image for decoration for PSIA. Hajjah Faizah ask my help to find the idea and create something new image. I have use the fotoshop to make the grafic image.</p> | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------|--------------------|
| | |
| Many staff at PSIA have meeting and holiday also. | |
| I need to stay at counter PSIA and answering | |
| to any phone call at office. | |
| | |
| | |
| | |
| 26/08/2018 (Ahad) | |
| - Pn. Liyana ask request me to help decoration the EKSA corner at PSIA. | |
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| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|----------------------------------------------------------|--------------------|
| | |
| I have task to key in record daripada hard | |
| from hardcopy to softcopy using microsoft excel. | |
| | |
| It record about about the "Yayasan Kelantan". | |
| it must to fill the form about school | |
| name, number of student and teacher according to gender. | |
| | |
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| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------|--------------------|
| There have banquet at PSIA office. So I need to help the staff at psia to prepare it. | |
| 29/08/2018. (RABU) | |
| I need to make the vision and mission for EKSA corner. To make if I need to use the photoshop. | |
| I must to edit vision and mission according to Hajjah Faizah order. | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Continuous in decoration for EKSA corner. | |
| I have meet with my Organization supervisor Dr. Khalid the coordinator of ICAN. I have discuss with Dr. Khalid about the title of the system that I need to do as a special project for industrial internship. | |
| The title for special ^{project} that have been discuss with Dr. Khalid is "Knowledge Mapping of Organization Learning". This system is about Information Repository. | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>I have to fill all the form information about DATA Association of Alumni, UiTM cawangan Kelantan. I need to key in all data from the form in to the system. I have almost 500 form.</p> | |
| <p>03/09/2018 (ISNIN)</p> | |
| <p>Make daily activity. I have must to continues to fill the form information about Association of Alumni UiTM.</p> | |
| | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>I help Pn. Lijana to make the box for place to the paper and sijil at the counter of PSIA. It also use as EKSA, because it use the material from old box.</p> | |
| <p>05/09/2018 (RABU)</p> | |
| <p>Continues make the place to put the paper and sijil as a EKSA refer corner at PSIA.</p> | |
| <p>I also help En. Farudy to manage the fail in record.</p> | |
| | |

DATE: 12/01/2020 (KITAHS)

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | |
| As usually, I continues the task to arrange the file at record room. | |
| I and En. Farida have keep and arrange all the material at record room to make sure it neat because PSIA record room will have assessment for EKSA. | |
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| | |

DATE: _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|---------------------------------------------------------------------------------------------------------|--------------------|
| | |
| Help Pn. Liyana to decoration PSIA for assessment of EKSA. First I make the label for each EKSA corner. | |
| Second, I make the place to put the file and set sijil at counter. | |
| All the decoration have make by using photo shop. | |
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| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>Dr. Nik Zam ask me to make the bunting for the iidex 2018. That have 8 ⁸ bunting that I need to make. I have to finish it before thursday.</p> | |
| <p>19/09/2018 (RABU)</p> | |
| <p>Continues with the editing the bunting for iidex 2018 for Dr. Mik Zam and team.</p> | |
| | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>I have finish to make and edit the bunting for iidex 2018. There all 8 bunting that have I made.</p> | |
| <p>20/09/2018 (Ahad)</p> | |
| <p>Plajjah Faizah ask me to change replace and edit # make new carta organization of P3IA. Because there a some staff have been change.</p> | |
| <p>I edit the carta organization using the photoshop.</p> | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| That they I need to go at Campus Kota Bharu to take the kiosk and material for program CEO faculty that have been will be make at Dewan profesional UiTMCK. | |
| 30/09/2018 (AHAD) | |
| I have meet with supervisor faculty. Madam Kamariah. I have meet Madam Kamariah at the morning. | |
| I meet madam kamariah to consult the about the special project. Madam Kamariah have teach me how to make the special project. I must to repair DFD, and ERD because it have small problem. | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------|--------------------|
| En. Bakeri ask me to to help him to setup the material for program CEO faculty at Dewan profesional. | |
| 02/10/2018 (SELASA) | |
| I help En. Bakeri to decoration the stage at Dewan profesional for program CEO Faculty. | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Assit En. Farudy in manage the file and document for Audit at PSA. After that, I have was continues make my special project. | |
| 04/10/2018 (KHAMIS) | |
| I have meet with organization's supervisor Dr. Khalid. I meet with Dr. Khalid to discuss about correction that have I make for for BFD and context diagram. | |
| After finish discussion for I'am continies with my special project. | |
| | |

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Go to see Madam Kamanah as Supervisor Faculty. I go to show the progress of the final project. I have discuss about the concept of the system and workflow of system. | |
| 08/10/2018 (ISNIN) | |
| I have do my special project. The task of my special project is ERD, Workflow, Database and interface of the system. | |
| | |

DATE: 15/10/2018

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>Student industrial must to attend the meeting with all staff and coordinator at PSIA. This meeting have been lead by Deputy Rector of PSIA Dr Wan Fauros.</p> | |
| <p>* This meeting is about AKRK (Laporan anugerah Kualiti dan rector Kelantan)</p> <p>I have been give task to make the integratic for the report of AKRK.</p> | |
| | |

DATE: 15/10/2018

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|----------------------------------------------------------------------------------------|--------------------|
| <p>I have continues my Final project. I have make the system for PSIA.</p> | |
| <p>Then, after that I have help staff at PSIA to send the letter at rector office.</p> | |
| <p>16/10/2018 (Selasa)</p> | |
| <p>Help En. Farudy manage and arrange the fail in PSIA.</p> | |
| | |

DATE: _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------|
| | |
| 23/10/2018 (Selasa) | |
| Help Hajiah faizah to make the infographic for AKRK Report. I make the infographic using photoshop to edit the infographic. | |
| | |
| 24/10/ 2018 2018 (RABU) | |
| I have finish to make the bunting for PAUK and send to the printing shop. | |
| And I also help Pn. Lijang to put the stickers for students convokasyon ke-89. | |
| | |
| | |

DATE: _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | |
| 25/10/2018 (KHAMIS) | |
| Make the sijil for presenter kolokium in UPmeps Room at P81A. I also attend for that program. | |
| | |
| 28/10/2018 (Ahad) | |
| En. Bakeri ask me to create a poster and bunting for "program festival festival textile kuantan 2018" KeTS 2018. The poster use for gimik perasmian on the program. | |
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| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------|--------------------|
| 29/10/2018 (ISNIN) | |
| Industrial training must to send bunting and poster that have been design at printing shop with En. Faizal Haini. | |
| Then industrial student must to take the bunting and poster at Dewan Profesional. | |
| 30/10/2018 (SELASA) | |
| Trainee must to help any activity at KETS program at Dewan Profesional. # | |
| Then, Industrial training must to make rehearsal "gimik perasmi" at the stage. | |
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| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 31/10/2018 (RABU) | |
| Student practical at P3IA must to involve with KETS program 2018 at Dewan Pro as a ASK comitted member to "gimik perasmian". | |
| 1/11/2018 (KHAMIS) | |
| Postmatern for that the program KETS 2018. It talk about more successfull for KETS program and greatfull for every comitte member. | |
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DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
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| | |
| 13/11/2015 (SELASA) | |
| <p>PSIA have make (Postlight) for banquet to celebrate the farewell ceremony Dr. Wan Fairus. He have been end completion of service as deputy rector of PSIA.</p> | |
| 14/11/2018 (RABU) | |
| <p>Pn. Hjh went Industrial student to create or make one cover page for AKRK Report. The trainee have use photoshop to make that cover pages and it finish on that day.</p> | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | |
| 15/11/2018 (KHAMIS) | |
| <p>The restart com council with Dr. Wan Fairus the deputy of Rector PSIA and Prof. Roslan as coordinator of MASMED. And Finits Finish AKRK Report</p> | |
| 14/11/2018 (RABU) | |
| 18/11/2018 (AHAD) | |
| <p>Have a meeting with new deputy rector of PSIA Dr. Syerina Azlin Md Masir.</p> | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 19/11/2018 (ISMITH) | |
| Industrial training have a free time and they must to make the special project. Trainee also help staff at psia Pn. Liyana to keep up the knowledge space at PSIA. | |
| 21/11/2018 (RABU) | |
| Pn. Hajjah ask industrial training to change and create the new organization charge. Because that have later change the image or deputy rector and MASMED koordinator PSIA. | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 22/11/2018 (KHAMIS) | |
| Help pn. Liyana to finish the corner EKSA corner and make it more interesting and many info. We have use the recycle tools to create the EKSA models. | |
| 26/11/2018 (ISMITH) | |
| Industrial trainee have been meet with supervisor department to show their progress of the system. the trainee have show the design of the system. | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>27/11/2018 (SELASA)</p> <p>Industrial training have been met with sir. Rahimi to teach and show the coding repair the system that have been make by trainee. The trainee also learn new coding of PHP to make the special project.</p> | |
| <p>28/11/2018 (RABU)</p> <p>Finish the final project and make the report of final project.</p> | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <p>2/12/2018 (AHAD)</p> <p>Have make to finish the system. The system must to complete in 3 months. All the system must have the function.</p> | |
| <p>3/12/2018 (ISMIN)</p> <p>Industrial str students must have meeting with Dr. Syerina Azli and Dr. Syerina want to look the special project that have been make by industrial students. Then Dr. syerine ask to change the system from knowledge mapping to Activity reporting.</p> | |

DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| | |
| 12/12/2018 (RABU) | |
| Have meet with supervisor Faculty madam kamariah to show and the progress of system and discuss about the overview of the the special project. | |
| | |
| 13/12/2018. (KHAMIS) | |
| Industrial student must to change the DFD and context diagram with because the the systems have been change to the another system. And the industrial struggle to finish new system. | |
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DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|----------------------------------------------------------------------------------------------|--------------------|
| | |
| 16/12/2018 (ALHAD) | |
| Continues the special project. The industrial student must to finish it before the due date. | |
| | |
| 17/12/2018 (ISNIN) | |
| En. BAKERI ask student practical to help him to print the image of butik and limned it. | |
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DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 18/12/2018 (SELASA) | |
| Industrial student take the free time to make the report for special project and report it for the industrial training. | |
| 19/12/2018 (RABU) | |
| Make the daily activity. Industrial student must to repair the function of APR system. because because the database for the system is not related with the system. | |
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DATE : _____

| EXTRACT NATURE OF WORK DONE | SUPERVISOR REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 20/11/2018 (KHAMIS) | |
| Industrial students have a little problem because the system cannot be run correctly and not according the plan. So the industrial students, must to find the solution for that problem. | |
| 23/11/2018 (AHAD) | |
| Industrial have make a progress for the report and collect all the data and pictures of PSA to put in the report. | |
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Appreciation Letter

| NO: | NAME: WAN MUHAMAD HAFIDZ HAFIDZ BIN WAN ABD RAWI | | | | | | 1 |
|----------------------------------------------------|--------------------------------------------------------|-----|-----------|-------|----------|-----|-------------|
| DEPT: | PJIA | | SECT: | | | | |
| FOR THE MONTH OF <u>Disember</u> YEARS <u>2018</u> | | | | | | | |
| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| 2 | | | | | | | |
| 3 | 08:15 | | | 17:03 | | | |
| 4 | 08:00 | | | 17:00 | | | |
| 5 | 08:00 | | | 17:02 | | | |
| 6 | 08:00 | | | 15:00 | | | |
| 7 | 08:00 | | | | | | |
| 8 | | | | | | | |
| 9 | Cut ECERD | | | | | | |
| 10 | 08:16 | | | 17:02 | | | |
| 11 | 08:12 | | | 17:01 | | | |
| 12 | 08:15 | | | 17:01 | | | |
| 13 | 08:16 | | | 15:01 | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| NO: | NAME: WAN MUHAMAD HAFIDZ HAFIDZ | | | 2 | | | |
|---------------|------------------------------------|------|-----------|-------|----------|-----|-------------|
| DEPT: | EPF: | | | | | | |
| I/C: | AGE: | SEX: | | | | | |
| | HOURS: | DATE | AMOUNT | | | | |
| ORDINARY TIME | | | | | | | |
| OVERTIME | | | | | | | |
| LESS | | | | | | | |
| NET WAGES | | | | | | | |
| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| 17 | 08.00 | | | 17:01 | | | |
| 18 | | | | 17:01 | | | |
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| 20 | MC | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | 17:01 | | | |
| 24 | | | | 17:00 | | | |
| 25 | Cuti Krismas | | | | | | |
| 26 | MC | | | | | | |
| 27 | | | | 15:35 | | | |
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| 29 | | | | | | | |
| 30 | | | | 17:02 | | | |
| 31 | | | | 17:00 | | | |



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| NO: | NAME: | 2 |
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| I/C: | | AGE: | SEX: |
| HOURS: | DATE | AMOUNT | |
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| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
|------|---------|-----|-----------|-------|----------|-----|-------------|
| | IN | OUT | IN | OUT | IN | OUT | |
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| NO: SEPT | NAME: WAN MUHAMAD HAFIDZUL HAFIDZ | 2 |
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| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| | IN | OUT | IN | OUT | IN | OUT | |
| 16 | | | | | | | |
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| 18 | | | | 17:00 | | | |
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| 21 | | | | 15:00 | 15:00 | | |
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| 23 | | | | 17:00 | | | |
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| 25 | | | | 17:00 | | | |
| 26 | | | | 17:00 | | | 1/2 KB (EN. BANGSA) |
| 27 | | | | 15:00 | | | |
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|------------|---------------------------------------------------------|---|
| NO: | NAME: WAN MUHAMAD HAFIDZUL HAFIDZ BIN WAN ABD RAU | 1 |
| DEPT: P31A | SECT: | |

FOR THE MONTH OF NOVEMBER YEARS 2018

| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| | IN | OUT | IN | OUT | IN | OUT | |
| 1 | 08:00 | | | 15:00 | | | |
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| 4 | 08:00 | | | 17:00 | | | |
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| 6 | 08:00 | | | | | | |
| 7 | 08:00 | | | 17:00 | | | |
| 8 | 08:00 | | | 15:00 | | | |
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| 13 | 08:00 | | | 17:00 | | | |
| 14 | | | | | | | |
| 15 | 08:00 | | | 15:00 | | | |

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| NO: | NAME: | 1 |
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FOR THE MONTH OF YEARS

| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| | IN | OUT | IN | OUT | IN | OUT | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | 08:00 | | | 17:00 | | | |
| 4 | 08:00 | | | 17:00 | | | |
| 5 | 08:00 | | | 17:00 | | | |
| 6 | 08:00 | | | 15:00 | | | |
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| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | 08:00 | | | 17:00 | | | |
| 11 | | | | | | | |
| 12 | 08:00 | | | 17:00 | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |

| NO: | | NAME: 2 1110HD HAFIDZUL | | | | | |
|---------------|---------|-----------------------------------|-----------|-------|----------|-----|-------------|
| DEPT: | | EPF: | | | | | |
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| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| 16 | | | | | | | |
| 17 | 07:34 | | | 17:00 | | | |
| 18 | 07:33 | | | 17:01 | | | |
| 19 | 07:34 | | | 15:27 | | | |
| 20 | | | | | | | |
| 21 | | | | 17:01 | | | |
| 22 | 07:35 | | | | | | |
| 23 | | | | 17:02 | | | |
| 24 | 07:37 | | | 17:00 | | | |
| 25 | 07:38 | | | 15:52 | | | |
| 26 | 07:38 | | | | | | |
| 27 | | | | | | | |
| 28 | 07:34 | | | 17:01 | | | |
| 29 | 07:35 | | | 17:00 | | | |
| 30 | 07:37 | | | 17:04 | | | |
| 31 | 07:39 | | | 17:00 | | | |



| NO: 0605 | | NAME: WAN MUHAMMAD HAFIDZUL 2 HAFIZ B. WAN ABD RAWI | | | | | |
|------------------|---------|---------------------------------------------------------------|-----------|-------|----------|-----|-------------|
| DEPT: PJI | | EPF: | | | | | |
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| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
| | IN | OUT | IN | OUT | IN | OUT | |
| 16 | 07:50 | | | 15:50 | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | 07:50 | | | 17:00 | | | |
| 21 | 07:57 | | | 17:00 | | | |
| 22 | 07:58 | | | 17:01 | | | |
| 23 | | | | | | | |
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| 25 | | | | | | | |
| 26 | 07:50 | | | 17:00 | | | |
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| 28 | 07:50 | | | 17:00 | | | |
| 29 | 07:55 | | | 17:04 | | | |
| 30 | 07:57 | | | 15:46 | 15:46 | | |
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| NO: | NAME: WAN MUHAMAD HAFIDZUWA 1 |
| DEPT: | SECT: |

FOR THE MONTH OF OKT YEARS 2018

| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| | IN | OUT | IN | OUT | IN | OUT | |
| 1 | 05:00 | | | 17:00 | | | |
| 2 | | | | 17:00 | | | |
| 3 | 07:30 | | | 17:00 | | | |
| 4 | 07:30 | | | 17:00 | | | |
| 5 | 07:30 | | | 17:00 | | | |
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| 8 | 07:30 | | | 17:00 | | | |
| | 07:50 | | | 17:00 | | | |
| 9 | 07:50 | | | 17:00 | | | |
| 10 | 07:50 | | | 17:00 | | | |
| 11 | 07:50 | | | 17:00 | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | 07:50 | | | 17:00 | | | |
| 15 | 07:50 | | | 17:00 | | | |

DR. WAN FARUQ WAN FARUQ
 Pembantu Rektor
 Penyelidikan & Jaringan Industri
 UTM CAWANGAN KELANTAN.

| | |
|-------|----------------------------------------------------|
| NO: | NAME: WAN MUHAMAD HAFIDZUL HAFID B. WAN ABD RAWI 1 |
| DEPT: | SECT: |

FOR THE MONTH OF YEARS

| Date | MORNING | | AFTERNOON | | OVERTIME | | Daily Total |
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| | IN | OUT | IN | OUT | IN | OUT | |
| 1 | 01/08 | 8:35 | | | | | LAPOR DIRI |
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| 14 | 07:50 | | | 17:00 | | | |
| 15 | 07:50 | | | 17:00 | | | |

Pejabat Timbalan Rektor
(Penyelidikan, Jaringan Industri & Alumni)

Deputy Rector Office
(Research, Industrial Linkages & Alumni)

Universiti Teknologi MARA Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan, MALAYSIA
Tel : (09)976 2251/2252 Faks: (09) 976 2253
E-Mail: tppjikln@kelantan.uitm.edu.my



Surat Kami : 100-CK(PJI 30/2)
Tarikh : 1 November 2018

Saudara Wan Muhamad Hafidzul Hafiz bin Wan Abd Rawi
Pelajar Praktikal (No Pelajar : 2016673974)
Bahagian Penyelidikan, Jaringan Industri & Alumni
Universiti Teknologi MARA Cawangan Kelantan
Kampus Machang
Bukit Ilmu
18500 Machang
KELANTAN DARUL NAIM

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Tuan

UCAPAN PENGHARGAAN DAN TERIMA KASIH

Perkara di atas adalah dengan hormatnya dirujuk.

2. Sukacita dimaklumkan, Bahagian Penyelidikan, Jaringan Industri & Alumni ingin merakamkan setinggi-tinggi penghargaan dan ucapan terima kasih kepada tuan yang telah memberikan khidmat bakti sebagai **Jawatankuasa Hiasan Pentas dan Ahli Jawatankuasa Kecil Hadiah dan Cenderahati** bagi Program *CEO @ Faculty* UiTM Cawangan Kelantan yang telah diadakan pada 03 Oktober 2018.

3. Kerjasama dari tuan telah banyak membantu dalam menjayakan dan melaksanakan program-program universiti yang telah dirancang. Semoga tuan sentiasa maju jaya.

4. Sehubungan dengan itu pihak Penyelidikan, Jaringan Industri & Alumni berharap agar kerjasama ini dapat diteruskan di masa-masa akan datang.

Sekian, terima kasih.

والسلام

Yang benar

DR WAN FAIROS WAN YAACOB
Timbalan Rektor Penyelidikan, Jaringan Industri & Alumni

PEJABAT REKTOR
RECTOR OFFICE

Universiti Teknologi MARA
Cawangan Kelantan
Bukit Ilmu, 18500 Machang, Kelantan, MALAYSIA
Tel : (09)976 2211/2222 Faks: (09) 976 2001
E-Mail: rektorkdn@kelantan.uitm.edu.my



Surat Kami : 500-CK(PJI 23/1)
Tarikh : 20 September 2018

Saudara Wan Muhamad Hafidzul Hafiz bin Wan Abd Rawi
Pelajar Praktikal (No Pelajar : 2016673974)
Bahagian Penyelidikan, Jaringan Industri & Alumni
Universiti Teknologi MARA Cawangan Kelantan
Kampus Machang
Bukit Ilmu
18500 Machang
KELANTAN DARUL NAIM

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Saudara

**PELANTIKAN AHLI JAWATANKUASA KECIL PROGRAM CEO @ FACULTY UiTM
CAWANGAN KELANTAN 2018**

Perkara di atas adalah dengan hormatnya dirujuk.

2. Sukacita dimaklumkan bahawa pihak Universiti Teknologi MARA Cawangan Kelantan Kampus Machang telah melantik saudara sebagai **Jawatankuasa Kecil Hiasan Pentas** bagi Program **CEO @ Faculty UiTM Cawangan Kelantan** yang akan diadakan pada **03 Oktober 2018**.

3. Semoga saudara dapat menjalankan tugas dan tanggungjawab yang telah diamanahkan demi kepentingan dan kemajuan Universiti Teknologi MARA.

Segala kerjasama dan komitmen yang diberikan oleh saudara didahului dengan ucapan terima kasih.

Sekian.

وَالسَّلَامُ

Yang benar

PROF MADYA DR HAJI TUAN MOHD ROSLI BIN TUAN HASSAN P.S.K, B.S.K
Rektor

Appendix



Journal

PENYELIDIKAN

SKOP :

**BAHAGIAN PENYELIDIKAN
& JARINGAN INDUSTRI &
ALUMNI (PIJA)**

BAHAGIAN :

**LAPORAN ANUGERAH KUALITI
KUALITI REKTOR KELANTAN**

2018

AKRKA

**UNIVERSITI TEKNOLOGI MARA
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