**INSTITUT KEMAHIRAN MARA BESUT**

# INDUSTRIAL TRAINING REPORT

**PERPUSTAKAAN TENGKU ANIS**

**UNIVERSITI TEKNOLOGI MARA CAWANGAN KELANTAN BUKIT ILMU 18500 MACHANG, KELANTAN, MALAYSIA**

**SPECIAL PROJECT:**

# SCOPUS BIBLIOMETRIC REPORT SYSTEM OF UNIVERSITI TEKNOLOGI MARA KELANTAN

**FESTIVAL CAKNA LESTARI**


**BY:**

**AUNIE HAMIZAH BINTI AHMAD TERMIZI**

**DFK201104**


**DIPLOMA TECHNOLOGY COMPUTER**

**(CLOUD COMPUTING)**

**JULY 2023 – NOVEMBER 2023**

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## FESTIVAL CAKNA LESTARI


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**REPORT SUBMITTED IN FULFILLMENT OF THE REQUIREMENT FOR THE INDUSTRIAL TRAINING DIPLOMA TECHNOLOGY COMPUTER (CLOUD COMPUTING)**

**JULY 2023 – NOVEMBER 2023**

## 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.

| | |
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## ABSTRACT

Industrial training is one of the subjects that must be taken by students as one of the conditions to complete the diploma. This report contains the experience of students in industrial training at Tengku Anis Library UiTM, Kelantan. Industrial training takes place in a hybrid way from July - November 2023. As a computer student who has received industrial training, I was able to prepare for real responsibilities, functional organization, and practical activities, as well as experience all the departments and units that make up an academic or university library. The report discusses the experiences and lessons learned by trainees in the field of computers during their industrial training period, such as systems, cataloguing processes, record and archive management, book binding, corporate social responsibility, and so on. Hopefully this report can benefit trainees, UiTM Kelantan, Tengku Anis Library, and the public related to the field of Libraries and cloud computing.



*Keywords: Computer, industrial training, experience, UiTM Kelantan.*

## ACKNOWLEDGEMENT

First, I would like to praise and thank the presence of Allah SWT who is Most Merciful and Most Compassionate for His abundant grace to me throughout the period of industrial training and throughout the process of preparing this report. May God's blessings be upon Prophet Muhammad SAW, his family, and companions.

I would like to express my deepest gratitude to my parents who have always supported me mentally and financially, encouraged me to explore many things, and have taken good care of me so that I can be where I am today. I would not have been able to finish this industry training and report without their endless support and prayers.

I would also like to express my gratitude to my lecturers at the Mara Besut Skills Institute, the librarians, and staff of the Tengku Anis Library, especially those involved in my industrial training process, Puan Norfitrian Binti Mat Seman as my supervisor at the Tengku Anis Library, Dr Muslim as the supervisor for the project. They contributed a lot to my early journey until I was able to carry out industrial training at the Tengku Anis Library of UiTM Machang.

Finally, I would like to express my appreciation to each of my friends who joined this industry training together and became my best friends. Thank you for being a good friend and partner before, during, and after the industrial training. May our friendship last until God reunites us in Jannah.

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| | | |
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# REGISTER OF ABBREVIATIONS

| ABBREVIATION | |
|---|---|
| HTML | Hypertext Markup Language |
| PHP | Hypertext Pre-processor |
| MySQL | My Structured Query Language |
| SQL | Structure Query Language |
| CSS | Cascading Style Sheets |
| MOH | Ministry of Health Malaysia |
| FAQ | Frequently Asked Questions |
| API | Application Programming Interfaces |
| XAMPP | X (Cross platform), A (Apache), M (MySQL / MariaDB), P (PHP), P (Perl) |

# CHAPTER 1: INTRODUCTION

## 1.1 INTRODUCTION

For final-year students enrolled in the Diploma in Computer Technology programme, also known as the DFK programme, industrial training is a required course. The five and a half-month training session runs from 2 July 2023 to 16 November 2023.

To complete the Industrial Training course's academic requirements, this training is required. I must gather and prepare all required paperwork to apply for an internship. My instructor must then review and approve the materials.

I transmit the application materials to the chosen organisation as soon as I have the approval. In my instance, I chose to apply to the UiTM Kelantan Branch for an industrial training placement, and my application was approved.

During the five and a half months of industrial training, it is expected that I will gain valuable experience and contribute significantly to the organization. To document my involvement and contribution, I was required to prepare an industrial training report, which will outline all the activities I have participated in throughout the training period.

### 1.1.1 Background of The Organization

Established in 1985 at the Kijang Camp temporary site, Kelantan library has been in the Bukit Ilmu permanent campus since 1996. The UiTM Kelantan Library was renamed as the Tengku Anis Library (PTA) in honour of Tengku Anis Ibni al-Marhum Tengku Abdul Hamid, the former King of Kelantan, after being officially opened by His Majesty, Sultan Ismail Ibni al-Marhum Sultan Muhammad IV on 15 July 2008.

The UiTM Machang Campus Tengku Anis Library contributes to all learning, teaching, research, and knowledge development programmes by offering a range of services, a diverse collection, technology, and reliable and current information sources.

Figure 1.1: Perpustakaan Tengku Anis

### 1.1.2 Location

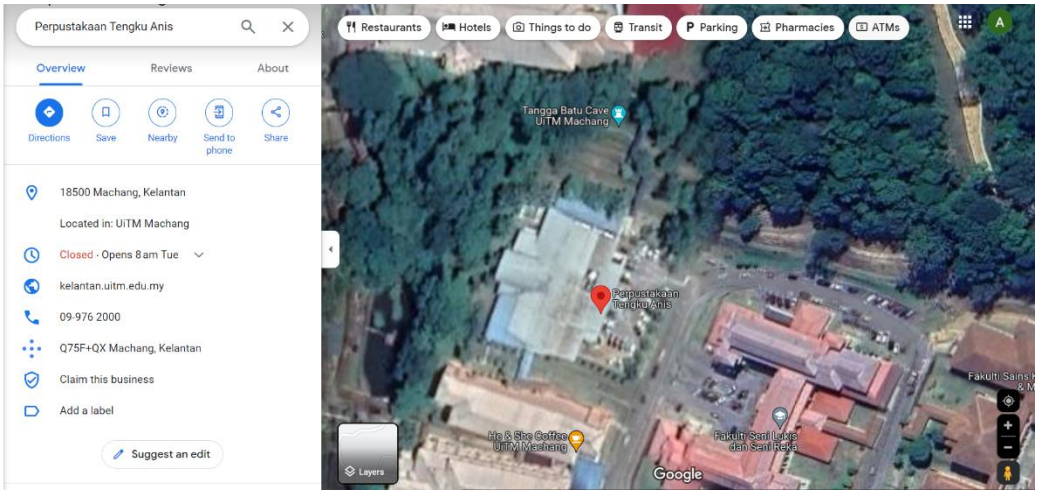


Figure 1.2: Location Perpustakaan Tengku Anis

### 1.1.3 Information of Perpustakaan Tengku Anis

| **Name** | **Perpustakaan Tengku Anis, UiTM Machang, Kelantan** |
|---|---|
| **Address** | Perpustakaan Tengku Anis Kampus Machang, Uitm Cawangan Kelantan Bukit Ilmu, 18500 Machang Kelantan Darul Naim, Malaysia. |
| **Phone number** | 09-9762328@2343 |
| **Official website** | https://kelantan.uitm.edu.my/ |
| **Social media** | Facebook:**https://www.facebook.com/ptauitmkelantan/**<br>Twitter: **https: //twitter.com/ptauitmkelantan**<br>YouTube:**https://www.youtube.com/perpustakaantengkuanis**<br>Telegram: **https://t.me/Update _PTA**<br>Instagram: **https://www.instagram.com/ptauitmkelantan/**<br>TikTok: **https://www.tiktok.com/@ptauitmkelantan** |
| **Opening hours** | Sunday – Wednesday : 8.30am – 5.00pm<br>Thursday : 8.30am – 3.15pm<br>Friday – Saturday/Public Holiday : closed<br>[The Library Will Open Until 10.30 Pm On **Exam Season**] |

Table 1.1: Information of PTA

### 1.1.4 Objectives

- To improve Bumiputera' knowledge and proficiency in all areas of study via professional training, research projects, and community service grounded in moral principles and professional ethics.
- To strengthen UiTM's library service delivery and establish it as a premier information resource that is consistently acknowledged, relevant, and refracted.
- providing extensive, current, and pertinent knowledge resources in a variety of tangible and digital formats.
- to offer a conducive atmosphere and resources for instruction, research, and learning.
- to create cutting-edge communication and information technologies in response to client demands.
- to improve ties and collaboration in the industrial network with other organisations.

VISSION:

Make UiTM an academically and competitively excellent university to drive bumiputra's dynamism in all premier professional domains so that graduates are born competitive, global, and moral.

MISSION:

A stimulant for informed UiTM residents by providing them with access to thorough, pertinent, and current information as well as first-rate facilities to support teaching, learning, and research needs.

## 1.2 ORGANIZATION STRUCTURE

The Deputy Chief Librarian, Mrs Alina binti Hussein, grade S48, and the four Senior Librarians, Dr. Muslim bin Ahmad, Madam Nordelina binti Zulkarnain, Mrs Norfitriah binti Mat Seman, and Mrs Rosmariyati binti Abd. Rahman from Kota Bharu Campus, grade S44, are in charge of Perpustakaan Tengku Anis. Fourteen (14) Senior Librarian Assistants, two (2) Library Assistants, one (1) Computer Technician, one (1) Senior Secretary, one (1) Senior Conservation Assistant, and one (1) Operation Assistant are among the additional supporting s taff members. Perpustakaan Tengku Anis is divided into four primary units: the Customer Service Unit; the Corporate Communication Unit; the Archival Unit; the Planning & Development of Library Resource Unit/Cataloguing Unit; and the Digital Library & Organisation Administration Unit.

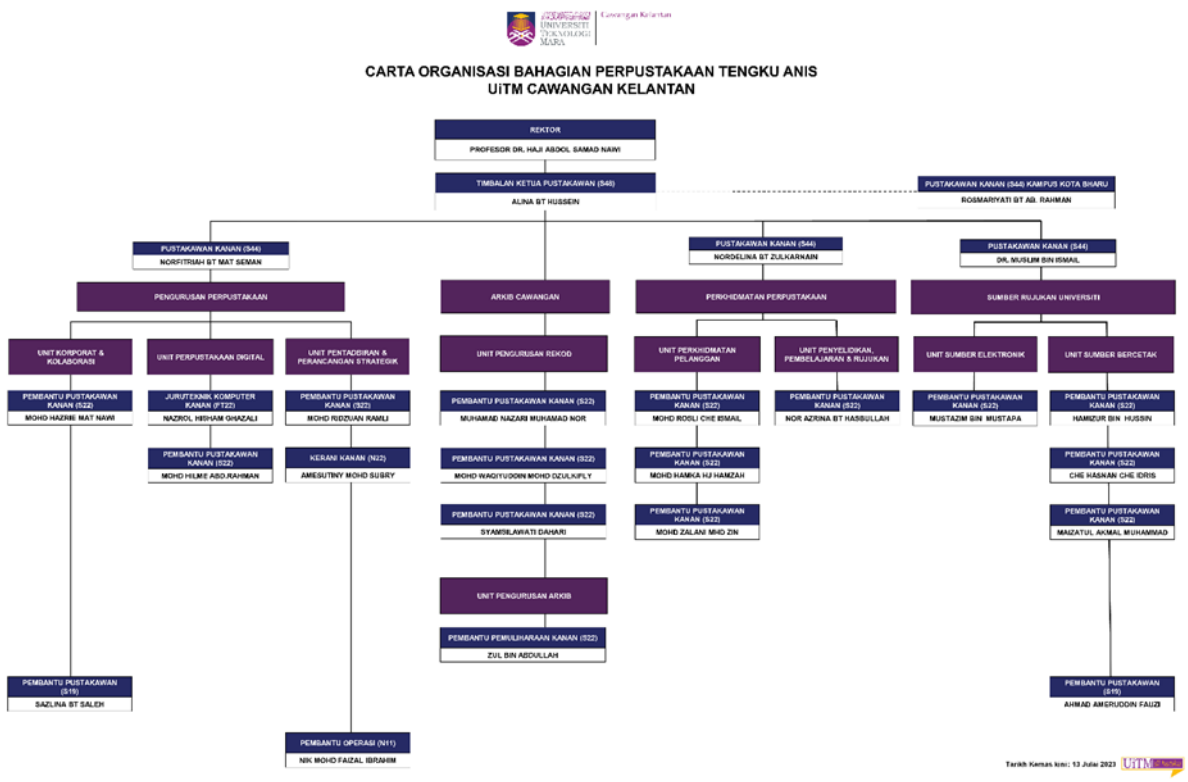


Figure 1.3: Organization Structure

## 1.3 FACILITIES AND SERVICES AVAILABLE IN PERPUSTAKAAN TENGKU ANIS

There is a few facilities and services available for the students and staffs of UiTM Machang to use in Perpustakaan Tengku Anis such as:

### 1.3.1 Facilities

| | | |
|---|---|---|
| Discussion room | Meeting room | Grammarly corner |

Figure 1: Discussion room

Figure 2: Meeting room

Figure 3: Grammarly corner

| | | |
|---|---|---|
| OPAC terminal | Printing service | Ixara room (IT room) |

Figure 4: OPAC terminal

Figure 5: Printing service

Figure 6: IT room

| | | |
|---|---|---|
| Reflesia room (seminar room) | Star corner (starcor) | Open shelf books collection |

Figure 7: Seminar room

Figure 8: Starcor

Figure 9: Shelf book ground level 1

| | |
|---|---|
| Reference and syllabus book collection | Prayer hall |

Figure 10: Shelf book – ground level 2

Figure 11: Prayer hall

## 1.3.2 Services

| | | |
|---|---|---|
| Mobile App | OPAC | MyKM |

Figure 12: Mobile App UiTM

Figure 13: OPAC

Figure 14: MyKM

| | | | |
|---|---|---|---|
| Speed Reading | Google Scholar | ILL Services | Research Guide |

Figure 15: Speed reading

Figure 16: Google scholar

Figure 17: ILL services

:

Figure 18: Research guide

### 1.3.3 Security Features of Perpustakaan Tengku Anis (PTA)

| | |
|---|---|
| RFID Gates | Books with RFID Strips |

Figure 19: RFID gates

Figure 19: books with RFID strips

# CHAPTER 2: ORGANIZATION INFORMATION

# 2.0 ORGANIZATION INFORMATION

## 2.1 DEPARTMENT STRUCTURE

To preserve its functionality and fulfil its distinct organisational responsibilities, every department within the Perpustakaan Tengku Anis (PTA) organisation has a special structure. The organisational structure is composed of assistants at the bottom and senior librarians at the top.

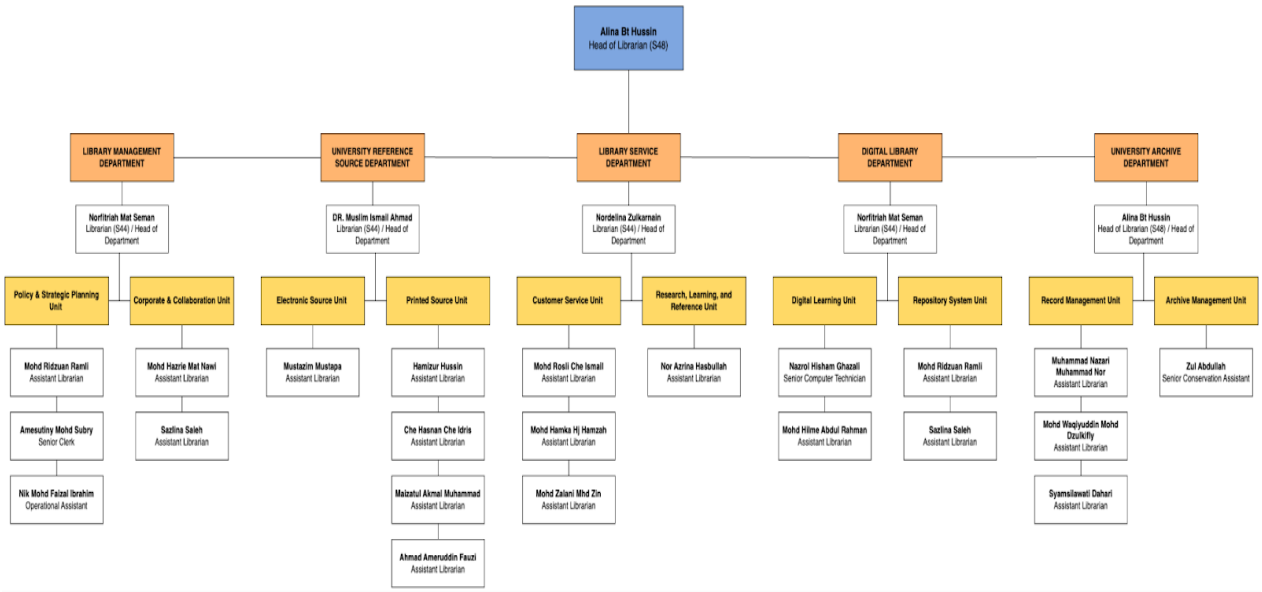


Figure 2.1: Department Structure of Perpustakaan Tengku Anis

## 2.2 DEPARTMENT FUNCTION

### 2.2.1 Organisational Administration Unit, Digital Library, and Corporate Communication.

As Senior Librarian, Madam Norfitriah Mat Seman is in charge of the Digital Library & Organisation Administration Unit. These unit roles have a connection to:

Administration of Organization Unit:

- administration and employee well-being.
- Overseeing the hiring procedure for new employees.
- Arranging for effective and efficient management of the organisation.
- Oversight and coordination of every division within Perpustakaan Tengku Anis as a whole.
- Management of human resources.

Digital library unit:

- UiTM Library Website Maintenance
- Manage the library system - WILS.
- Manage the library's online system.
- Manage ICT security.
- Manage library system integration.
- Manage disaster recovery.
- Planning and managing the development of smart applications (Mobile Apps)
- Manage Institutional Repository (IR) material uploads.

Corporate Communication Unit:

- Organising and generating Perpustakaan Tengku Anis (PTA) social media promotion.
- Overseeing the Perpustakaan Tengku Anis (PTA) Main Exhibitions.
- Capturing pictures of events and programmes organised by Perpustakaan Tengku Anis (PTA).

- Overseeing and coordinating library publicity and PR campaigns.
- Overseeing the creation of marketing and promotional materials, including brochures and pamphlets, as well as the authoring, publishing, and printing of official library materials.
- Strategic partnerships both inside and beyond the PTA.
- Overseeing and planning briefings and outside guests' trips to Perpustakaan Tengku Anis (PTA).

### 2.2.2 Archival unit

Under the direction of Madam Alina Hussein, Deputy Chief Librarian, the Perpustakaan Tengku Anis Archival Unit is responsible for the following:

- Planning & managing the development of digital & physical archival materials.
- Planning & managing the digitization of archival materials.
- Planning & managing research, reference & documentation.
- Planning & managing advisory services and departmental training.
- Planning & managing the preservation and conservation of library/archive materials.

### 2.2.3 Customer service unit.

As Senior Librarian, Madam Nordelina Zulkarnain oversees the customer service department. The tasks of the Service Unit are as follows:

- Prohibit students from bringing food, drinks, or baggage into the library (other than mineral water).
- Book circulation for users: Checking out and checking in the books.
- Fine payment process – late return of books/books lost/update on WILS system.
- Responding to customer inquiries about OPAC book searches and other features, as well as teaching students how to connect to Wi-Fi.
- Managing the BSU (UiTM Booking System).
- The printing service's payment procedure.

### 2.2.4 Planning & Development of Library Resource Unit/Cataloguing Unit.

Planning and Development of Library Resource Unit/Cataloguing Unit. Under the direction of Senior Librarian Dr. Muslim Ismail, this unit's primary responsibilities include the following:

- Purchasing printed materials, such as books and magazines.
- Update the accession number after receiving the items.
- Sealing the book's ownership rights.
- The process of cataloguing recently purchased printed goods.
- Revise the RDA procedure and cataloguing of currently published books.

# CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES

# 3.0 INDUSTRIAL TRAINING ACTIVITIES

## 3.1 Introduction to Industrial Training Activities

Over five months were dedicated to the practical instruction, which took place at the Tengku Anis Library at UiTM Machang, Kelantan. Four departments—Corporate Communications, Digital Library and Organisational Reception Unit, Archive Unit, Customer Service Unit, and Planning and Development of Library Resource Unit/Cataloguing Unit—are included in the activity training that Tengku Anis Library (PTA) has planned for each month. Every department has specific responsibilities and duties to fulfil on behalf of the company. From July 2, 2023, to November 16, 2023, Puan Norfitriah Mat Seman oversaw all practical students during the industrial training. Furthermore, students engaged in practical work will be able to work on assignments specifically linked to the unit offered by Tengku Anis Library (PIBG).

This can assist students pursuing practical education in expanding their knowledge base and helping them comprehend the operation and overall organisation of the library through participation in industrial training activities. Throughout the course of the five plus month internship, the students are assigned a variety of duties by the department head, and it is their responsibility to do them. During the five-month programme, the third chapter will concentrate on a particular project that will engage practical students. The responsibilities I had to complete for the first unit I was assigned were in the Corporate Communication Unit, Digital Library and Organisation.

## 3.2 Training Activities

### a) Digital Library

i. Scan documents to be included in the institutional repository.

The scan of this document is intended to be used as a reference material for the PTA institutional repository. This assignment needs to scan the document material for each sheet to be converted into PDF format. Among the documents that are scanned is the student's thesis or final year project report.

Figure 3.1: documents to be scanned

Figure 3.2: scanning machine.

ii. Manage Deposits of Institutional Repository Perpustakaan Tengku Anis.

Manage Deposits of Institutional Repository Perpustakaan Tengku Anis. An institutional repository is a digital collection that serves as an online platform for the preservation, exchange, and presentation of the intellectual work and scholarly output of an organisation, such as a university, research centre, or institution dedicated to cultural heritage. These repositories play a crucial role in elevating the significance and accessibility of academic and research information, as well as in promoting open access to research.

Furthermore, The Universiti Teknologi MARA Institutional Repository (UiTM IR) is a hub for digital collections and serves as an open-access repository for academic works produced by university staff at Universiti Teknologi MARA. This includes unpublished manuscripts and papers as well as journal articles, book chapters, books, conference papers, theses, working papers, technical reports, data, and other forms of research publications.

The steps involved in uploading new items to Institutional Repository (IR) and maintaining deposits are depicted in the following figures:

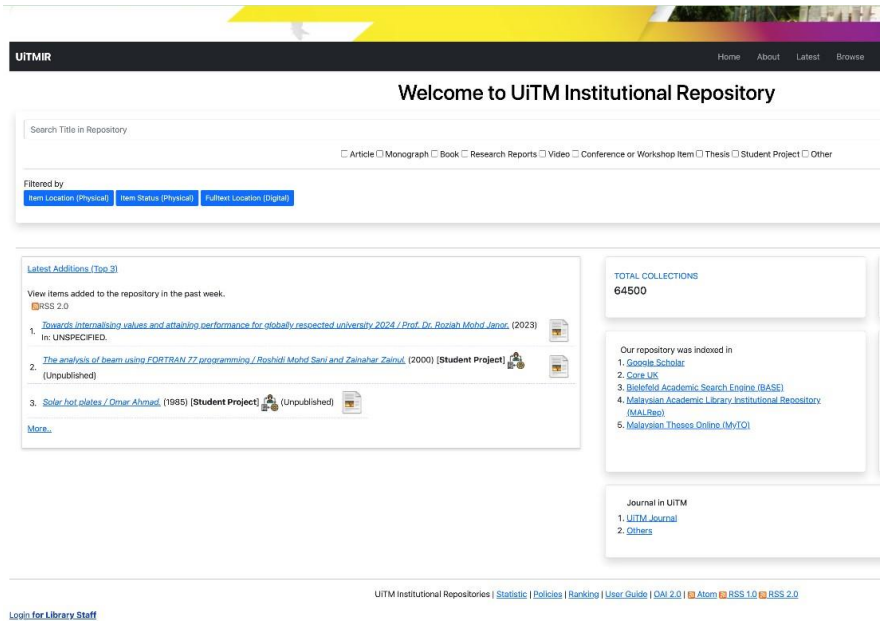


Figure 3.3: UiTM Institutional Repository page

Figure 3.4: Log in page for library staff

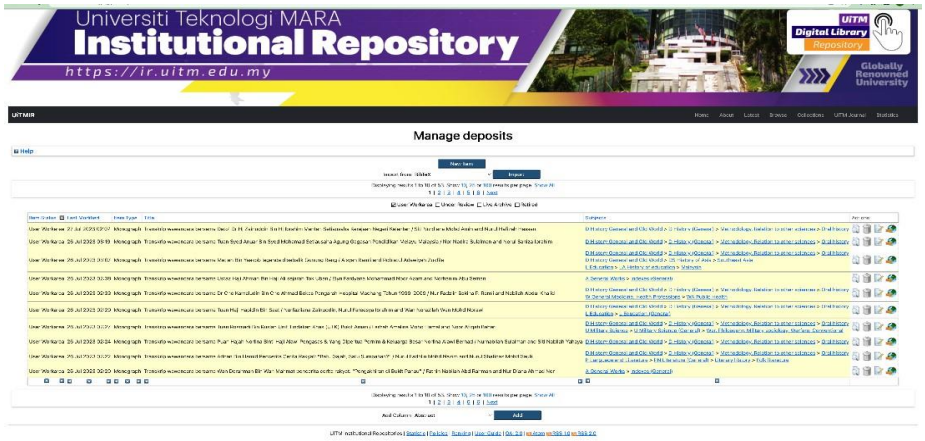


Figure 3.5: List of deposit

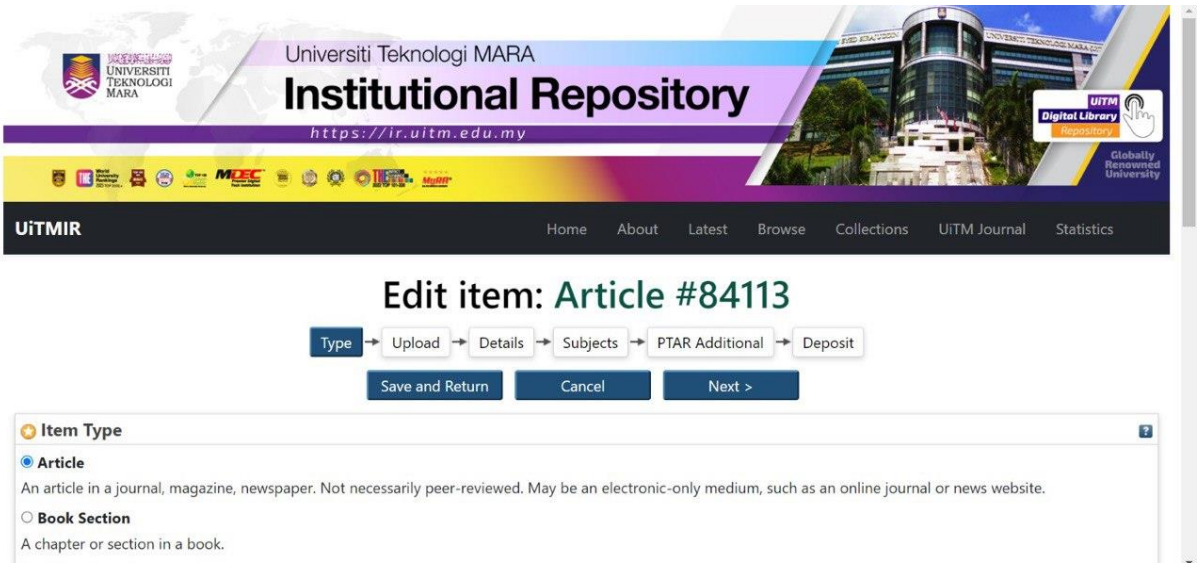


Figure 3.6: Pick type of item.

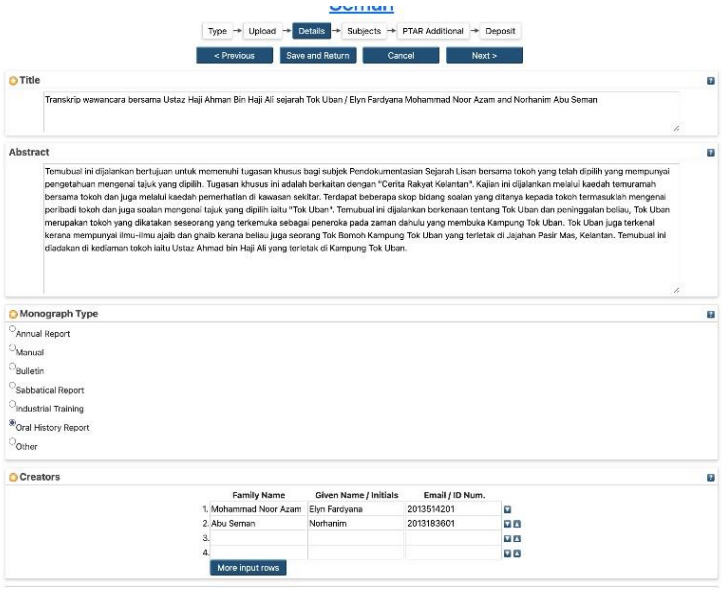


Figure 3.7: Insert details of the item.

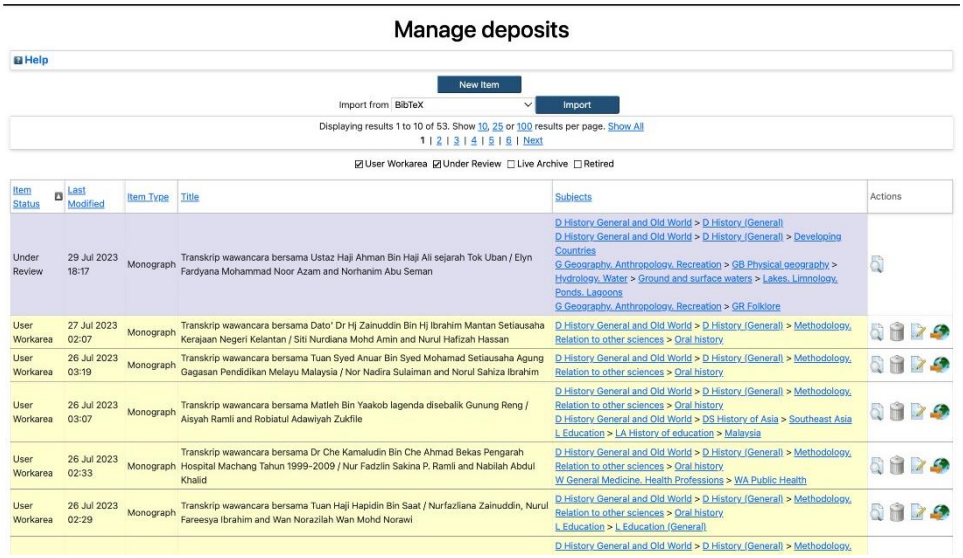


Figure 3.8: The file that has been input and under review is in the purple row.

b) Corporate Communication Unit

i. design and make poster quiz e-book:

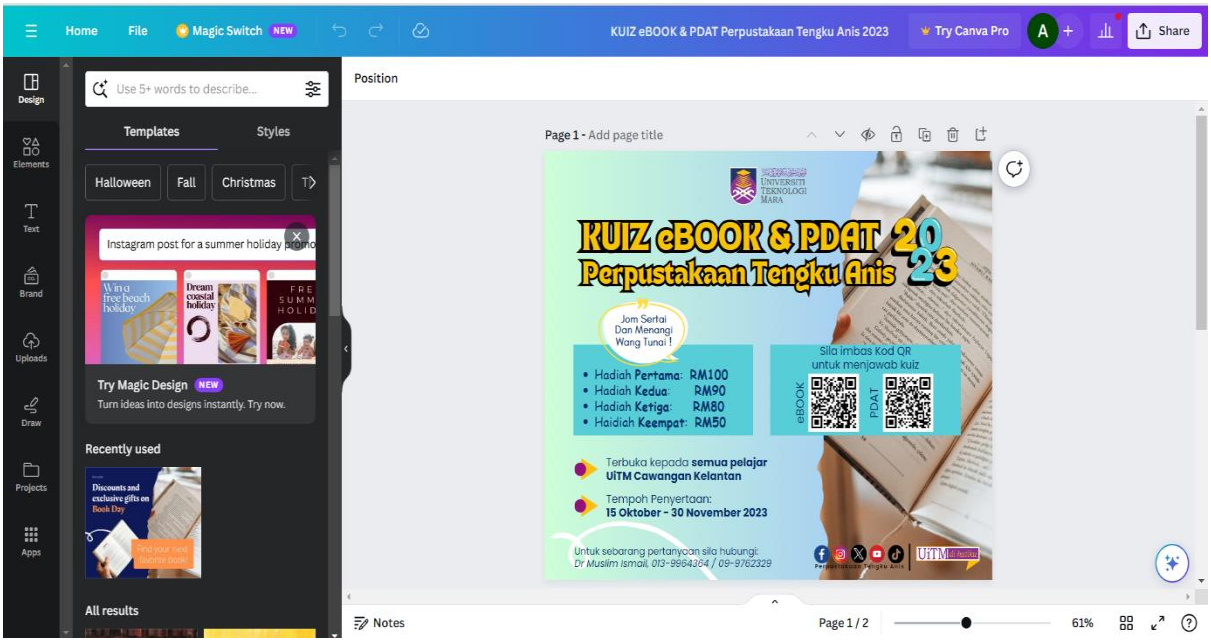


Figure 3.9: Poster Quiz E-Book

ii. design and make poster media social PTA:

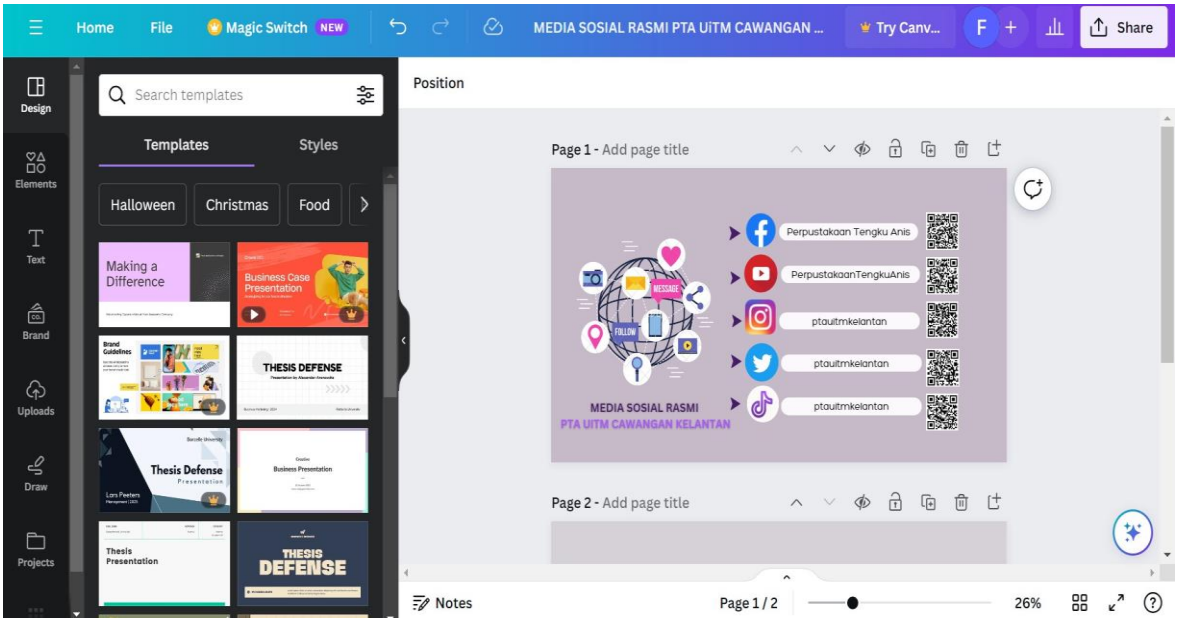


Figure 3.10: Poster Media Social PTA

c) Archive unit

In the second month of my internship, I was assigned to the archive department led by Mrs. Alina Hussein, Deputy Head Librarian. Their focus is on digitizing and preserving cultural, historical, academic, educational, racial, and civic information sources. I spent a month working in this department, which consists of three units: the Digital application unit, the Archives and manuscripts unit, and the Conservation unit. Supervising this section is Mrs. Alina Hussein, along with assistant librarian Mr. Mohd Waqiyuddin Mohd Dzulkifly, Mr. Muhamad Nazari Muhamad Nor, Mrs. Syamsilawati Dahari, and conservation assistant Mr. Zul Abdullah.

I. Cleaning the student files

The procedure of eliminating all tags, paper clips, and staples is known as document sorting. I would have to clean each box containing the file for each student.

Figure 3.11 – 3.12: Cleaning the file before digitalization process.

II. Register for receipt of document file and update items.

A file record of the receipt document is made whenever a new file is received from the academic affairs branch of UiTM Kelantan. The student's records will be sent in a box with these documents, and the PTA will archive them before disposing of them. To finish this operation, the necessary data must be updated using the UiTM AMS system. The archive material register is the procedure used by UiTM's AMS technology to register and update student files.

Figure 3.13: Archival Process of Records Received

III. Scanning file to digitalize in PDF.

The last step is scanning, which entails scanning each page of material in each student file before a file can be kept in the file room. Since the contents are confidential, the file needs to be strengthened for security after scanning with a password and watermark. Finally, it will be sent to Mrs. Alina Hussein so that she may upload it into the OFA system at UiTM.

Figure 3.14: File Scanning Process

IV. Book binding

PTA provides binding services to bind damaged materials or create new materials, such as personalized notebooks. Book binding is made specifically for the needs of library services. In this unit, under Mr. Zul Abdullah, teach how to cut, bind and complete the entire book with the leather binding procedure.

Figure 3.15: Cutting the paper

Figure 3.16: Sewed Book

Figure 3.17: Creating holes to the book.

Figure 3.18: Glu the spine of book

Figure 3.19: Attaching the hard cover to the leather.

Figure 3.20: Attaching the book to the hard cover.

d) Cataloguing process

The cataloguing process, often called library cataloguing or bibliographic cataloguing, creates standardised and structured records for such things to facilitate users' finding and use of library materials. All the items for Perpustakaan Tengku Anis were categorised using Library Congress Classification (LCC). Compared to Dewey Decimal Classification (DDC), Library Congress Classification is primarily utilised in academic libraries. The Dewey Decimal Classification (DDC) is frequently utilised in public, educational, and special libraries, among other types of libraries.

However, Perpustakaan Tengku Anis uses computerised cataloguing, such as the Web-Based Integrated Library System (WILS), also referred to as LiBSYS7, to ensure that the library's cataloguing process becomes more systematic and helps to streamline tasks like book acquisition and circulation in addition to cataloguing. The staff can greatly benefit from the use of this Web-Based Integrated Library System (WILS) to facilitate the categorization and purchasing of printed materials for Perpustakaan Tengku Anis (PTA).

The figure below depicts the WILS/LiBSYS7 system's interface:

Figure 3.21: login for staff only

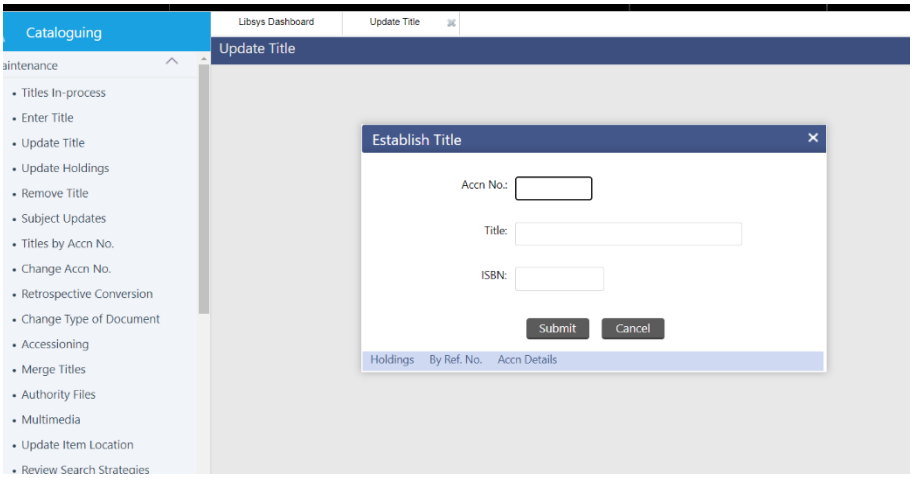


Figure 3.22: LiBSYS7 system for selection book

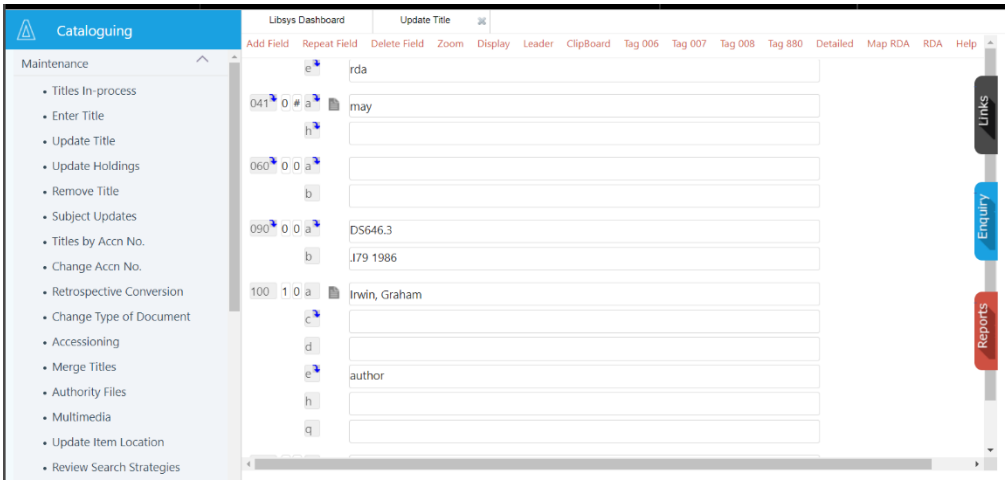


Figure 3.23: LiBSYS7 system for tagging to be filled.

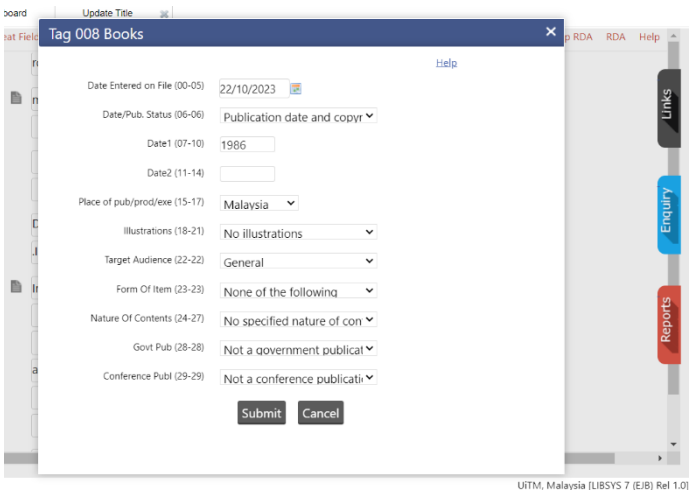


Figure 3.24: LiBSYS7 system for submit.

e) Additional activities

Figure 3.25: Independence Day Decoration

Figure 3.26: Program `Gotong-Royong'

Figure 3.27: Program `Kaca Suro'

Figure 3.28: Program CSR Vitamin Ilmu with Smk Pangkal Meleret

Figure 3.29: Program Fun Walk PTA

## 3.2 Special project

1) Title: Scopus Bibliometric Report System by UiTMCK

### 3.2.1 Introduction

The Scopus bibliometric report system by *Universiti Teknologi MARA Cawangan Kelantan* (UiTMCK) is an important tool used by this university to measure and analyse the impact and effectiveness of research produced by its academic community. This system provides critical information related to UiTM's research achievements in the context of writing indexed in the internationally recognized Scopus database.

A bibliometric report system was created to make it easier to find researchers at UiTM Kelantan. In addition, this system provides comprehensive citations that allow users to track publications from UiTM Kelantan. In this context, this report serves as a comprehensive bibliometric analysis of Scopus publications associated with Universiti Teknologi MARA (UiTM), Kelantan.

Universiti Teknologi MARA (UiTM) is known for its commitment to academic excellence and research innovation. This system is also one of the important components that contribute significantly to the global academic discourse. This bibliometric report system is proof of the high standards of research carried out at UiTM Kelantan.

Scopus bibliometric report system by UiTMCK plays an important role in improving research management and structuring an effective research strategy. With the information obtained through this system, UiTM can generate better results and lead to better research and academic achievements.

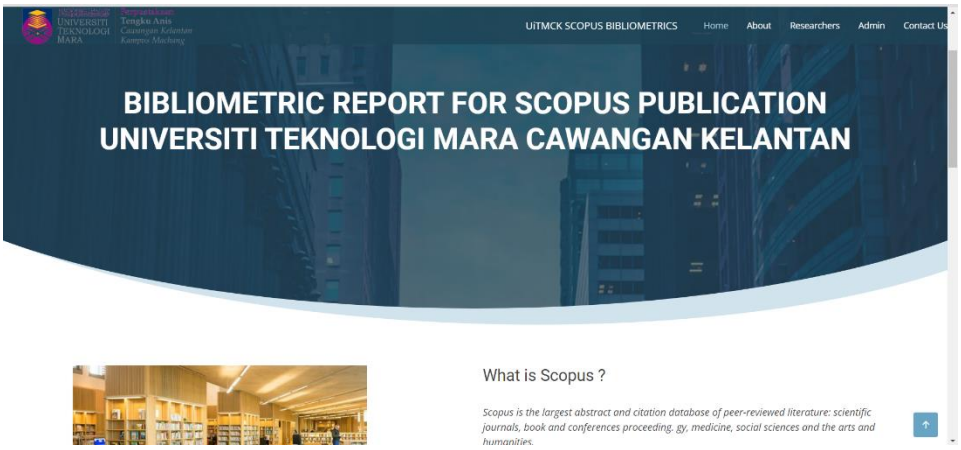


Figure 4.1: system interface

### 3.2.2 Project Background

The background of this project aims to explain the origins of the Scopus bibliometric report system by UiTMCK. Scopus is an internationally recognized abstract and reference database, covering various fields of knowledge. It is used to evaluate and monitor the quality of research and academic publications by measuring the number of references received by each article.

Bibliometric report is an important approach in assessing the impact of academic research and the quality of scholarly works published by academic institutions. For Universiti Teknologi MARA (UiTM) Kelantan, which is known for its active involvement in quality research. Bibliometric research on Scopus publications is an increasingly important aspect.

This report plays an important role in providing a comprehensive overview of UiTM's achievements in Scopus publications. It allows the university to identify key achievements, understand the impact of their research, and plan strategies to increase the impact of research and publications in the future.

The Scopus bibliometric report system by UiTMCK is a reminder to the academic community and researchers about the university's valuable contribution to the field of research. It also helps UiTM to continue to develop its research excellence and generate more achievements in quality research.

### 3.2.3 Problem Statement

a) Scopus may not offer the right filter to find publications from UITM Kelantan exclusively. This can make it difficult for researchers, students, and faculty members from the Kelantan branch to find research results from their specific institutions.

b) There may be a need to increase researcher awareness and engagement with the Scopus bibliometric report system. Researchers may not actively monitor and use bibliometric data to improve their research strategies and understand their own impact.

c) One of the main problems is the limited understanding among researchers and academic staff at UiTM regarding the importance of research impact. Many are unaware of how bibliometric analysis can provide insight into the influence and reach of their research in the global academic community. This lack of awareness may lead to less use of the Scopus bibliometric research system.

d) Scholars at UITM Kelantan may face challenges in monitoring and accessing the institution's local research output, which is important for their academic and research endeavours.

### 3.2.4 Objectives Project

a) Measure and evaluate UiTM's academic performance through the amount, quality, and impact of research indexed in Scopus.
b) Explain a deeper view of the impact of UiTM research in the form of global research references.
c) To assess the quantity and quality of research publications from the Kelantan branch in Scopus.
d) To identify the most prolific authors, research areas, and journals associated with the institution.

## Vision and Mission

**a) Vision**

To establish a cutting-edge Scopus Bibliometric Report System at Universiti Teknologi MARA Kelantan that empowers researchers, faculty, and students to harness the full potential of bibliometric analysis for academic excellence, research innovation, and institutional growth.

**b) Mission**

Perform bibliometric analysis by providing accurate and comprehensive information on UiTM's research achievements in the Scopus index.

### 3.2.5 Material Hardware and Software

*Table 4.0*
*The Hardware List and Purpose*

| HARDWARE | PURPOSE |
|---|---|
| Dell Inspiron 15 (AMD) | For coding, testing, debugging and act as a temporary server. |
| Lenovo IdeaPad 3 14HL05 Intel Core i3 10th Gen | For design webpages and testing. |
| Internet connection | To upload the website. |

*Table 4.1*
*The Software List and Purpose*

| SOFTWARE | PURPOSE |
|---|---|
| Visual Studio Code v1.78.1 | Tools that will be used to create code for graph bar and line chart (HTML, CSS, JAVASCRIPT, PHP). |
| XAMPP v3.3.0 | Tools that will be used to save data researchers from PhpMyAdmin. |
| Nicepage | Tools that will be used to create and design a webpage. |
| Internet Browser | To access the internet. |

### 3.2.6 Project Design

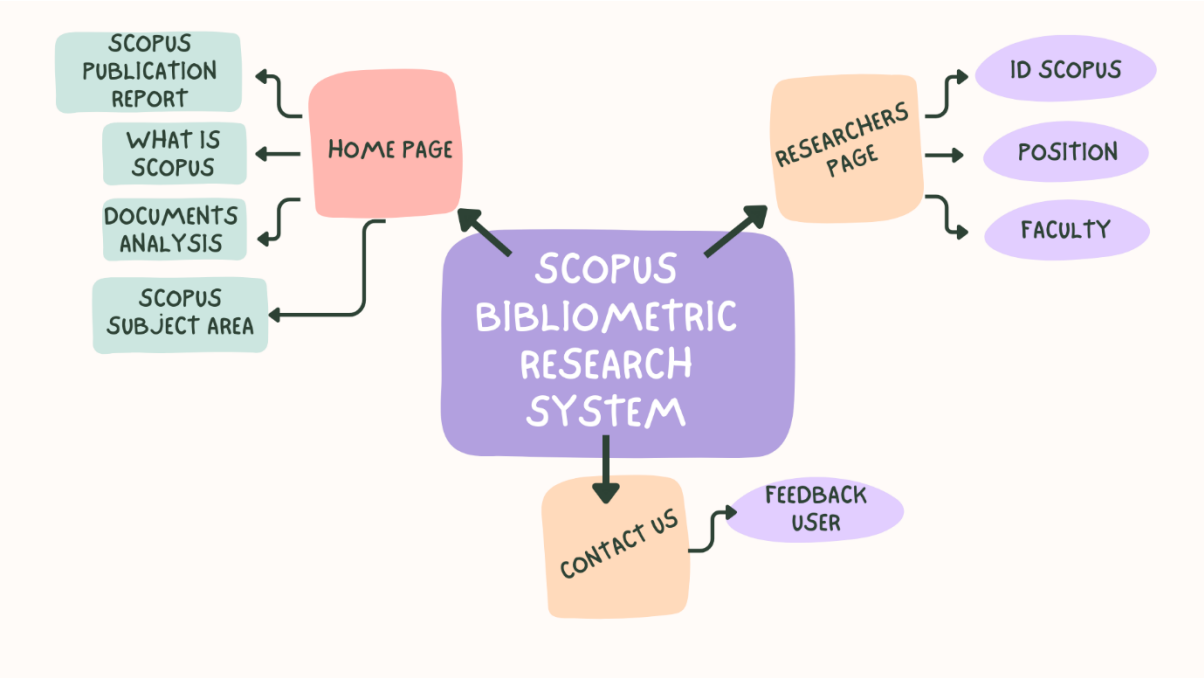


Figure 4.2: Project design

Here is a description of the design elements to consider for Scopus bibliometric research system website:

a) Clean and Accessible Layout:

Use a clean and organized layout to convey information clearly. prioritizing readability by choosing the appropriate display size. Using colour contrast that is suitable for different types of users.

b) Informative Title Section:

Includes a prominent header section that displays the website name or logo. Incorporate a simple tagline or subtitle that conveys the purpose of the website, for example " UiTMCK SCOPUS BIBLIOMETRICS".

c) Researchers UiTMCK update:

A dedicated section to provide up-to-date information about researchers from UiTMCK.

d) Navigation Menu:

Implement a user-friendly navigation menu that remains easily accessible throughout the website. Organize menu items logically, such as "Home," "Researchers," and "Contact Us".

### 3.2.7 Project Methodology

To develop the Scopus Bibliometric Research System from Universiti Teknologi MARA Kelantan, we will use the waterfall method. This method is the most suitable way to develop the Scopus bibliometric system as the waterfall model is simple, easy to use and manage. Moreover, the implementation of each phase is clear and suitable for small projects. When creating this site, there are 5 phases that need to be completed. User requirements, interface and database design, implementation, authentication, and maintenance are the 5 processes involved. Before proceeding to the next phase, the tasks from the previous phase must be completed.

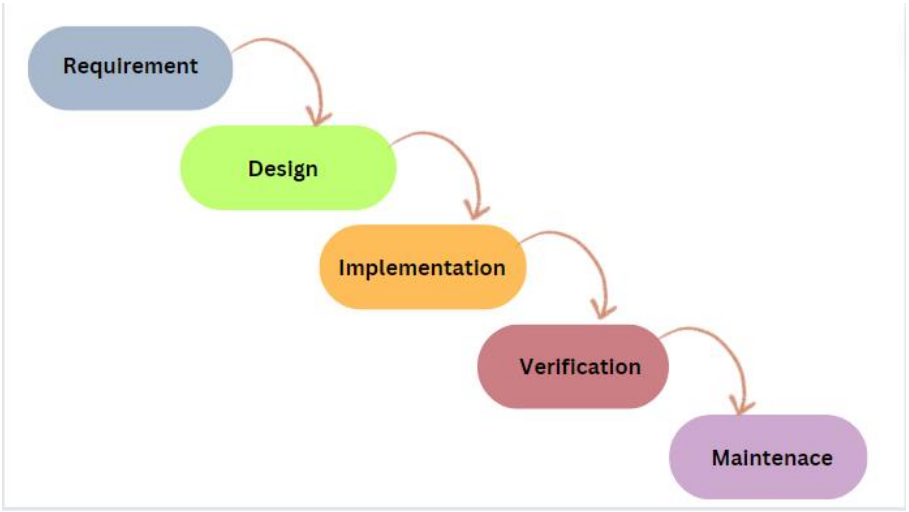

Figure 4.3: Methodology of system

The above figure is a model of the waterfall used throughout the development process of the Scopus Bibliometric Research System. The first phase is the phase in which the site needs to achieve the objectives of this project i.e., the requirements. This system requires the detail of all writers and articles from UiTM Kelantan only to make it easier for users to find the artefacts using the ID or name of the author. The second phase is the phase in which we must design the system according to the plan set using Nicepage and Virtual Studio Code of language HTML, CSS, and JavaScript.

Next, the third phase is the implementation where it is necessary to create a system using encodings such as PHP and MySQL which is also the backend of the system. After that, the fourth phase is a phase for the system to be carried out as planned or not before it is published to the internet. If the system is experiencing a problem such as the data filled in is not on MySQL, we need to find a solution until the system succeeds without any problems. Finally, maintenance is the last phase in which the system will be published to the internet and can be applied to all users who want to analyse the Scopus Bibliometric Research System.

### 3.2.8 Conclusion

Scopus bibliometric research system by Universiti Teknologi MARA (UiTM) is a significant effort in analysing UiTM's research achievements and academic achievements in the global research community.

The research produced by UiTM, as reflected in this bibliometric analysis, makes a valuable contribution to the global research community. Articles in Scopus promote knowledge sharing and contribute to understanding and development in various fields of knowledge.

This bibliometric analysis has outlined UiTM's achievements in various aspects, including the number of publications, Top 10 Subject Area, Top 10 Citing Authors, Top 10 Citing Affiliation. This achievement is a proud achievement and helps guide UiTM's future research strategy.

2) Tittle: Festival Cakna Lestari

The organization of “Cakna Lestari” Education is the first organized by the Tengku Anis Library Division in conjunction with the organization of the “Festival Cakna Lestari” UiTM Kelantan 2023, with more focus and emphasis on the filling of educational programs and the preparation of exhibition space especially for carrying out sustainability activities in the future. Has a series of activities such as sustainable awareness exhibitions, knowledge sharing sessions, talent competitions and environmental essay writing competitions. The results of organizing this program can have a positive impact on all citizens campus, especially the students of Universiti Teknologi MARA Kelantan towards increasing awareness of the 'Green Campus' ecosystem by 2025.

Green Campus Unit and Tengku Anis Library are the Organizers of the “Festival Cakna Lestari” by working together together with the Student Affairs Division and the Student Transfer Council and the Administration Division and the Corporate Communications Unit of UiTM Kelantan. There are several activities and programs planned to enliven the Sustainable Education Program at the level of UiTM Kelantan. The program that will be held at the Tengku Anis Library aims to involve the people of UiTM Kelantan which consists of students, administrative and academic staff as well as stakeholders.

The "Greenation: Book Review" program features students and staff making reviews of books in the PTA collection that are themed around the environment, cleanliness, energy saving, recycling and more.

The “Cakna Lestari” UiTM Exhibition will display poster brochures on environmental campaigns, environmental care, and the recycling of goods that can generate income and preserve the environment. This program will be held outside and inside the library. Various interesting activities are also provided for lucky exhibition visitors. Among them are quizzes, puzzles, crosswords related to recycling and many more. Period the exhibition is for a month.

a. “Cakna Lestari” UiTM Exhibition

b. Activities for exhibition

c. Session “greenation: book review”

# CHAPTER 4: INSDUSTRIAL TRAINING REFLECTION

## 4.1 Application of Knowledge, Skill, and Experience

During my industrial training at Tengku Anis Library, UiTM Kelantan, I had the opportunity to venture into the world of libraries and information management. The internship spanned over five months and provided me with invaluable insight and practical experience in the field. Here is a summary of my reflections:

### 4.1.1 Overall experience

My time at Tengku Anis Library exceeded my initial expectations. The library's commitment to the dissemination of knowledge and providing the best service to its visitors is proven throughout. The quiet and orderly environment of the library creates an ideal atmosphere for both study and research.

### 4.1.2 Skills and Knowledge Acquired

I acquired a variety of skills, including cataloguing and digitization, using library management software, and assisting patrons with their research needs. This practical experience has improved my organizational skills and attention to detail. I now have a better understanding of managing the library system, managing the development of smart applications and database searches, which will be beneficial for my academic endeavours and future career in library and information science.

### 4.1.3 Teamwork and Cooperation

One of the highlights of my internship was the opportunity to work with library staff. They are welcoming, supportive, and always willing to share their knowledge. I learned the importance of effective communication, teamwork, and the need for a cohesive work environment to achieve library goals. This experience strengthened my interpersonal skills and allowed me to witness the dedication of library professionals.

### 4.1.4 Challenges Faced

I face challenges in helping clients with a variety of research requests, from navigating databases to finding specific resources. These challenges push me out of my comfort zone and help me develop patience and problem-solving skills. I recognize the importance of tailoring assistance to each client's unique needs.

### 4.1.5 Impact on Personal and Professional Growth

This training has had a huge impact on my personal and professional growth. I am more confident in my ability to manage information resources, effectively assist library users, and contribute to the academic community. It has instilled in me a sense of responsibility, punctuality, and adaptability that will undoubtedly benefit my future endeavours.

### 4.1.6 Favourite Moments and Achievements

One of my favourite moments is helping researchers find rare documents for their theses. The researchers expressed their gratitude, and this experience reaffirmed the value of our work in providing access to knowledge. In addition, successfully completing a special project is a personal achievement that gives me a sense of accomplishment.

## 4.2 Conclusion

In conclusion, my industrial training at Tengku Anis Library, UiTM Kelantan, has been an enriching and transformative experience. It has equipped me with practical skills, increased my knowledge, and instilled in me a deeper appreciation for the role of libraries in society. I am truly grateful to the library staff for their guidance and support throughout my training, and I look forward to applying the knowledge and skills I've gained in my academic and professional journey.

## 4.3 References


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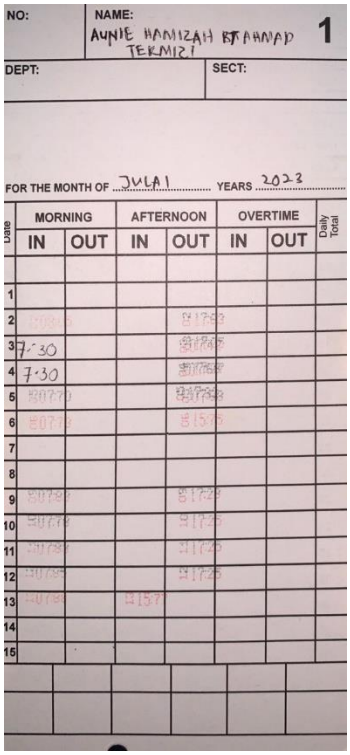
APPENDIX FOR INDUSTRIAL TRAINING

## Attendances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DEPT:
SECT:
FOR THE MONTH OF JULAI YEARS 2023

| Date | MORNING IN | MORNING OUT | AFTERNOON IN | AFTERNOON OUT | OVERTIME IN | OVERTIME OUT | Daily Total |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | 7.30 | | | | | | |
| 4 | 7.30 | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
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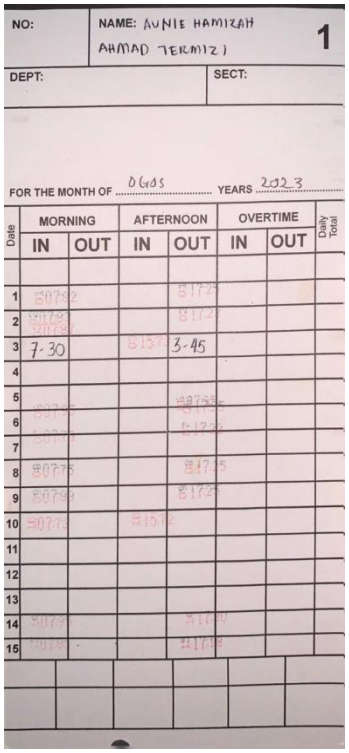
| 15 | | | | | | | |


NO: 1
NAME: AUNIE HAMIZAH AHMAD TERMIZI
DEPT:
SECT:
FOR THE MONTH OF OGOS YEARS 2023

| Date | MORNING IN | MORNING OUT | AFTERNOON IN | AFTERNOON OUT | OVERTIME IN | OVERTIME OUT | Daily Total |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | 7.30 | | | 3.45 | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
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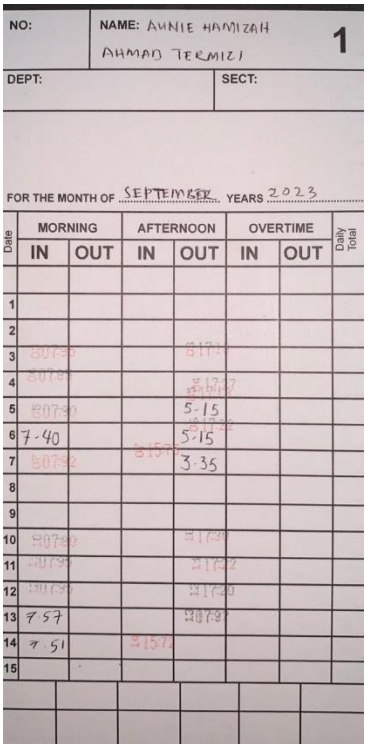
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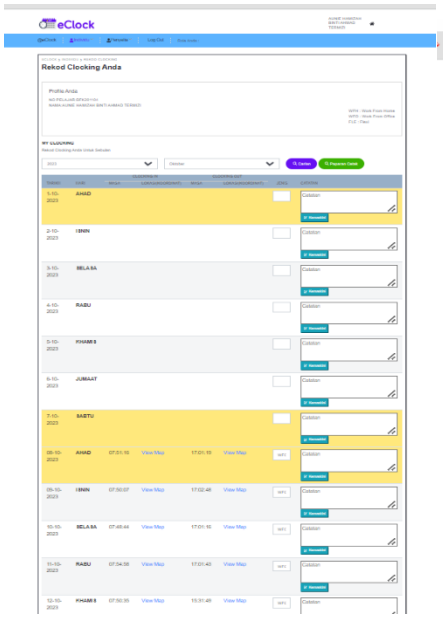
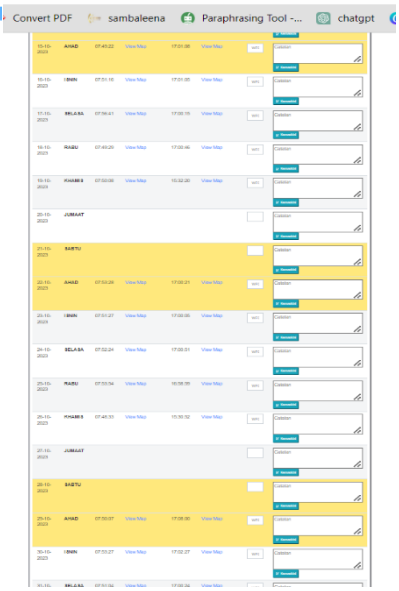
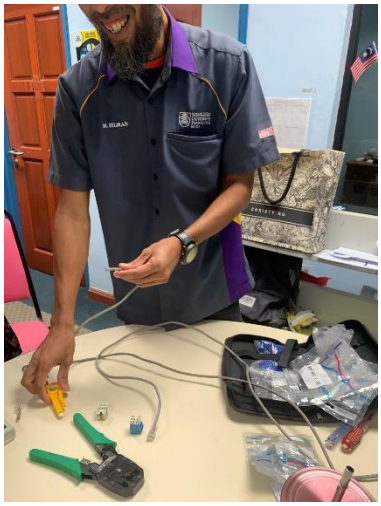
NAME: AUNIE HAMIZAH AHMAD TERMIZI
DEPT:
SECT:
FOR THE MONTH OF SEPTEMBER YEARS 2023

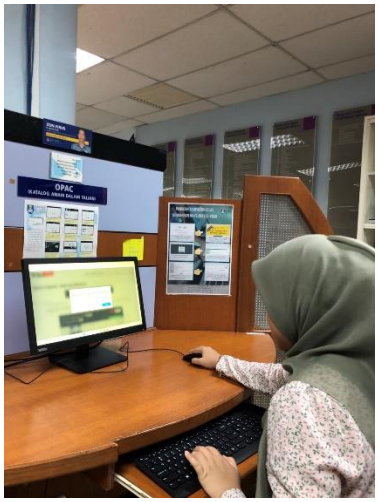
| Date | MORNING IN | MORNING OUT | AFTERNOON IN | AFTERNOON OUT | OVERTIME IN | OVERTIME OUT | Daily Total |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | 5.15 | | | |
| 6 | 7.40 | | | 5.15 | | | |
| 7 | | | | 3.35 | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | 7.57 | | | | | | |
| 14 | 7.51 | | | | | | |
| 15 | | | | | | | |



Photos During Industrial Training





Routine Activities

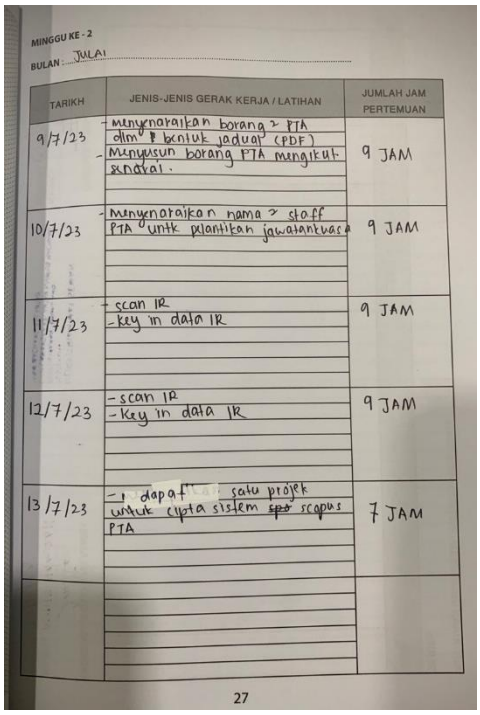
a. Morning Book Shelving

- 8.00 a.m – 8.30 a.m (every working day)

b. Reading Yassin

- Every Thursday (8.00 a.m – 8.30 a.m)

LOGBOOK

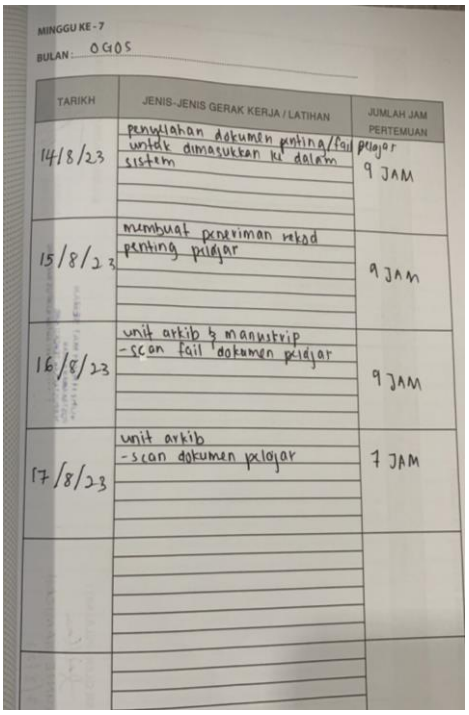


MINGGU KE - 2

BULAN : JULAI

| TARIKH | JENIS-JENIS GERAK KERJA / LATIHAN | JUMLAH JAM PERTEMUAN |
|---|---|---|
| 9/7/23 | - menyenaraikan barang2 PTA<br>dlm 1 bentuk jadual (PDF)<br>- Menyusun barang PTA mengikut senarai. | 9 JAM |
| 10/7/23 | - menyenaraikan nama2 staff PTA untk plantikan jawatankuasa | 9 JAM |
| 11/7/23 | - scan IR<br>- key in data IR | 9 JAM |
| 12/7/23 | - scan IR<br>- Key in data IR | 9 JAM |
| 13/7/23 | - dapatkan satu projek untuk cipta sistem ~~spo~~ scopus PTA | 7 JAM |

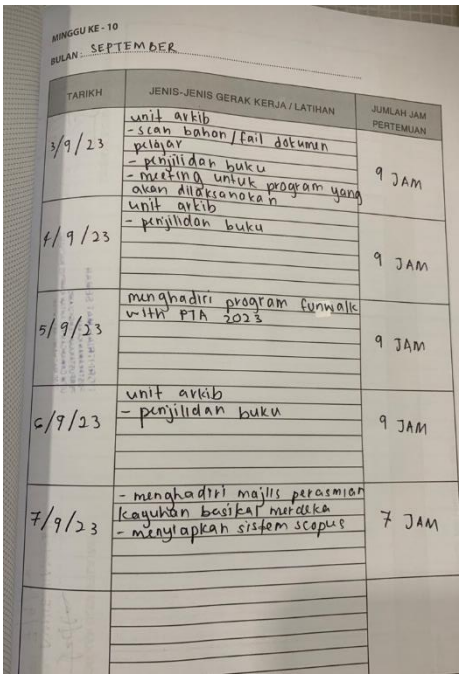
27



MINGGU KE - 7

BULAN : OGOS

| TARIKH | JENIS-JENIS GERAK KERJA / LATIHAN | JUMLAH JAM PERTEMUAN |
|---|---|---|
| 14/8/23 | penyediaan dokumen penting/fail pelajar untuk dimasukkan ke dalam sistem | 9 JAM |
| 15/8/23 | membuat penerimaan rekod penting pelajar | 9 JAM |
| 16/8/23 | unit arkib & manuskrip<br>- scan fail dokumen pelajar | 9 JAM |
| 17/8/23 | unit arkib<br>- scan dokumen pelajar | 7 JAM |



MINGGU KE - 10

BULAN : SEPTEMBER

| TARIKH | JENIS-JENIS GERAK KERJA / LATIHAN | JUMLAH JAM PERTEMUAN |
|---|---|---|
| 3/9/23 | unit arkib<br>- scan bahan/fail dokumen pelajar<br>- penjilidan buku<br>- meeting untuk program yang akan dilaksanakan | 9 JAM |
| 4/9/23 | unit arkib<br>- penjilidan buku | 9 JAM |
| 5/9/23 | menghadiri program funwalk with PTA 2023 | 9 JAM |
| 6/9/23 | unit arkib<br>- penjilidan buku | 9 JAM |
| 7/9/23 | - menghadiri majlis perasmian kayuhan basikal merdeka<br>- menyiapkan sistem scopus | 7 JAM |

APPENDIX FOR CODING SYSTEM

**USED PHP CODING FOR SEARCH RESEARCHER.**

test1.php | graph.css | graph.js | graph.html | linechart.html | combinegraph.html

test1.php > html > body > div.container > div.row > div.col-md-12

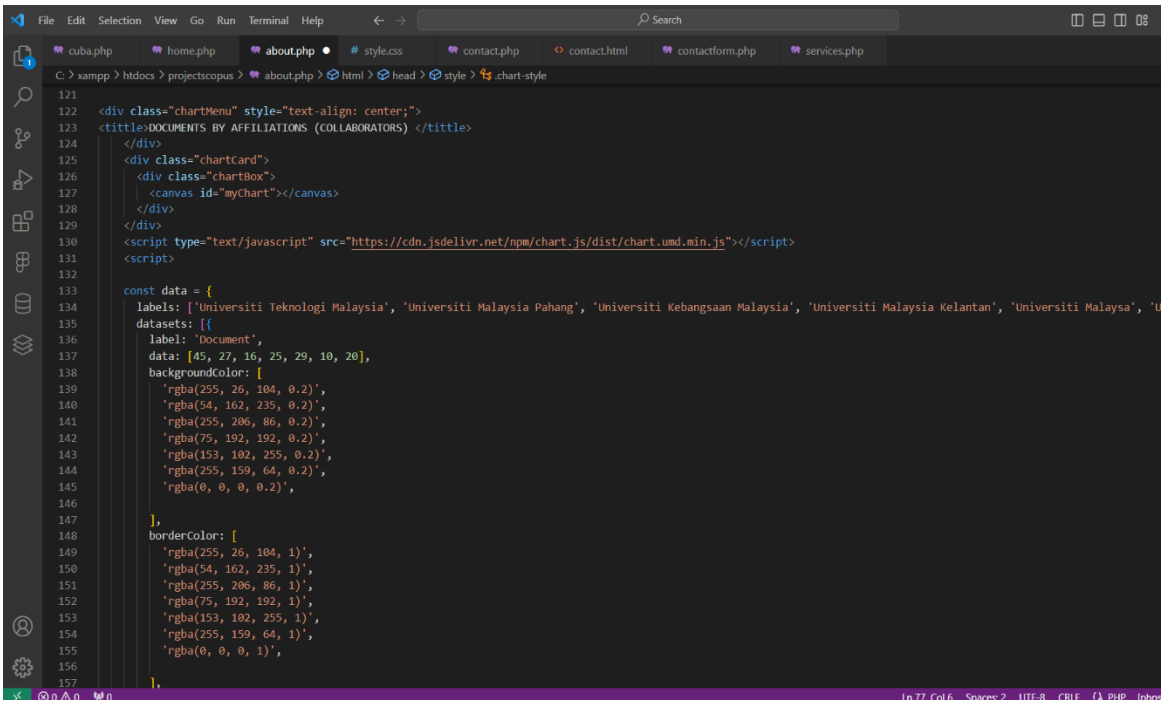
```
<!DOCTYPE html>
<html lang="en">
<head>
    <meta charset="utf-8">
    <meta name="viewport" content="width=device-width, initial-scale=1">

    <link href="https://cdn.jsdelivr.net/npm/bootstrap@5.0.0-beta1/dist/css/bootstrap.min.css" rel="stylesheet">
    <title>LIST OF KELANTAN RESEARCHERS</title>
</head>
<body>

<div class="container">
    <div class="row">
        <div class="col-md-12">
            <div class="card mt-4">
                <div class="card-header">
                    <h4>LIST OF KELANTAN RESEARCHERS</h4>
                </div>
                <div class="card-body">
                    <div class="row">
                        <div class="col-md-7">

                        <form action="" method="GET">
                            <div class="input-group mb-3">
                                <input type="text" name="search" required value="<?php if(isset($_GET['search'])){echo $_GET['search']; }
                                <button type="submit" class="btn btn-primary">Search</button>
                            </div>
                        </form>

                        </div>
                    </div>

                </div>
            </div>
        </div>
        <div class="col-md-12">
        <div class="card mt-4">
```

test1.php | graph.css | graph.js | graph.html | linechart.html | combinegraph.html

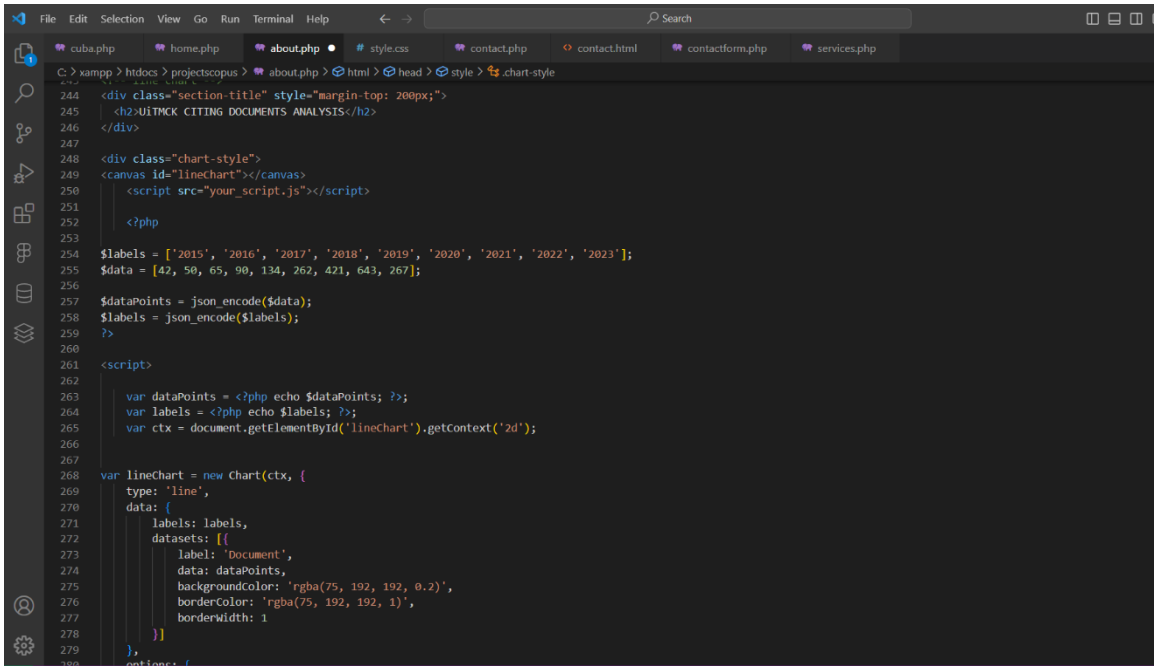
test1.php > html > body > div.container > div.row > div.col-md-12

```
                                <th>Position</th>
                                <th>Faculty</th>
                            </tr>
                        </thead>
                        <tbody>
                        <?php
$con = mysqli_connect("localhost", "root", "", "datauitm");

if (isset($_GET['search'])) {
    $filtervalues = $_GET['search'];
    $query = "SELECT * FROM datastaff3 WHERE CONCAT(`ID Staff`, Name, Position, Faculty) LIKE '%$filtervalues%' ";
    $query = mysqli_query($con, $query);

    if (mysqli_num_rows($query) > 0) {
        foreach ($query as $items) {
            ?>
            <tr>
                <td><?= $items['ID Staff']; ?></td>
                <td><?= $items['Name']; ?></td>
                <td><?= $items['Position']; ?></td>
                <td><?= $items['Faculty']; ?></td>
            </tr>
            <?php
        }
    } else {
        ?>
        <tr>
            <td colspan="4">No Record Found</td>
        </tr>
        <?php
    }
}
?>

                    <tr>
```

# USED PHP CODING FOR PAGE ABOUT

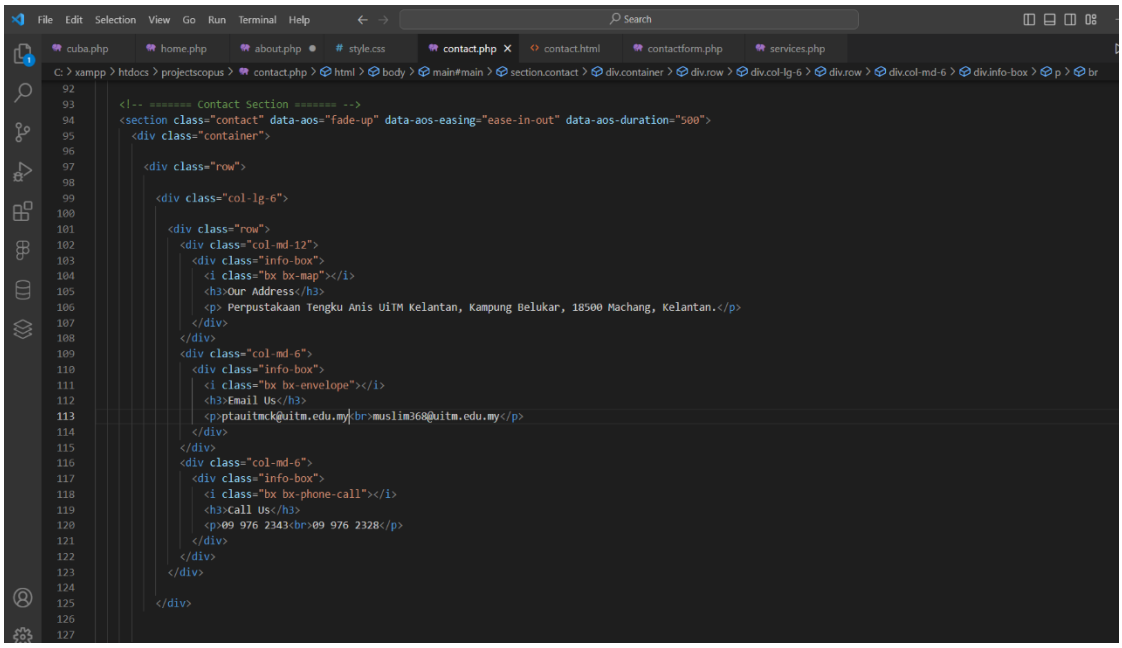


```
<div class="chartMenu" style="text-align: center;">
<tittle>DOCUMENTS BY AFFILIATIONS (COLLABORATORS) </tittle>
    </div>
    <div class="chartCard">
      <div class="chartBox">
        <canvas id="myChart"></canvas>
      </div>
    </div>
    <script type="text/javascript" src="https://cdn.jsdelivr.net/npm/chart.js/dist/chart.umd.min.js"></script>
    <script>

    const data = {
      labels: ['Universiti Teknologi Malaysia', 'Universiti Malaysia Pahang', 'Universiti Kebangsaan Malaysia', 'Universiti Malaysia Kelantan', 'Universiti Malaysa', 'U
      datasets: [{
        label: 'Document',
        data: [45, 27, 16, 25, 29, 10, 20],
        backgroundColor: [
          'rgba(255, 26, 104, 0.2)',
          'rgba(54, 162, 235, 0.2)',
          'rgba(255, 206, 86, 0.2)',
          'rgba(75, 192, 192, 0.2)',
          'rgba(153, 102, 255, 0.2)',
          'rgba(255, 159, 64, 0.2)',
          'rgba(0, 0, 0, 0.2)',

        ],
        borderColor: [
          'rgba(255, 26, 104, 1)',
          'rgba(54, 162, 235, 1)',
          'rgba(255, 206, 86, 1)',
          'rgba(75, 192, 192, 1)',
          'rgba(153, 102, 255, 1)',
          'rgba(255, 159, 64, 1)',
          'rgba(0, 0, 0, 1)',

        ],
```

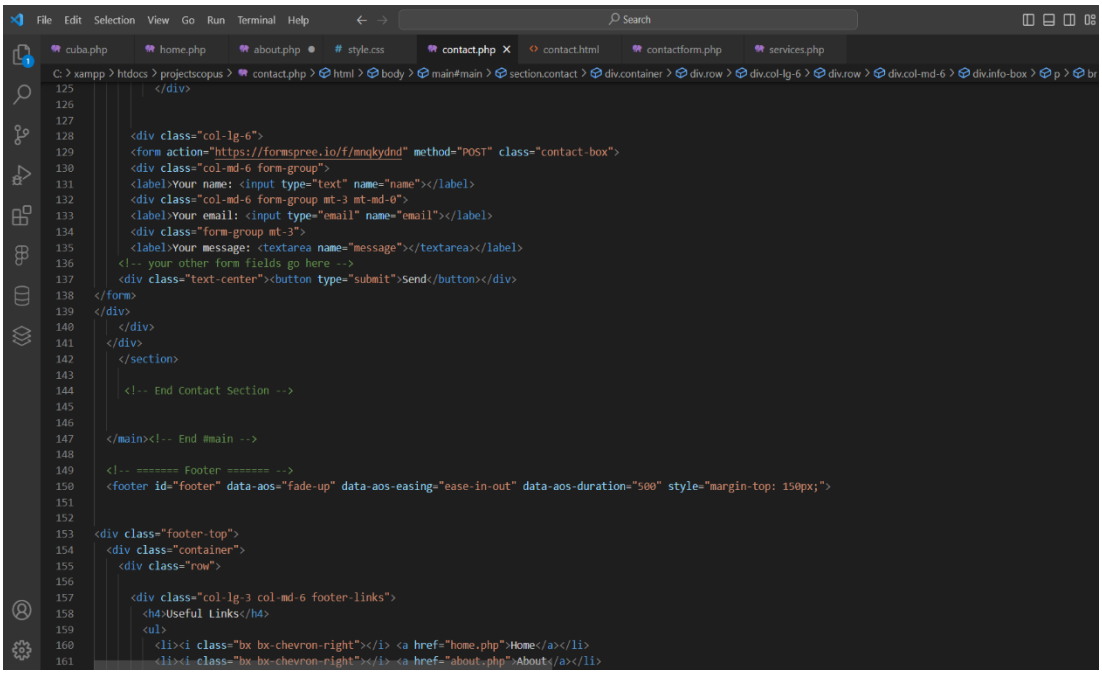


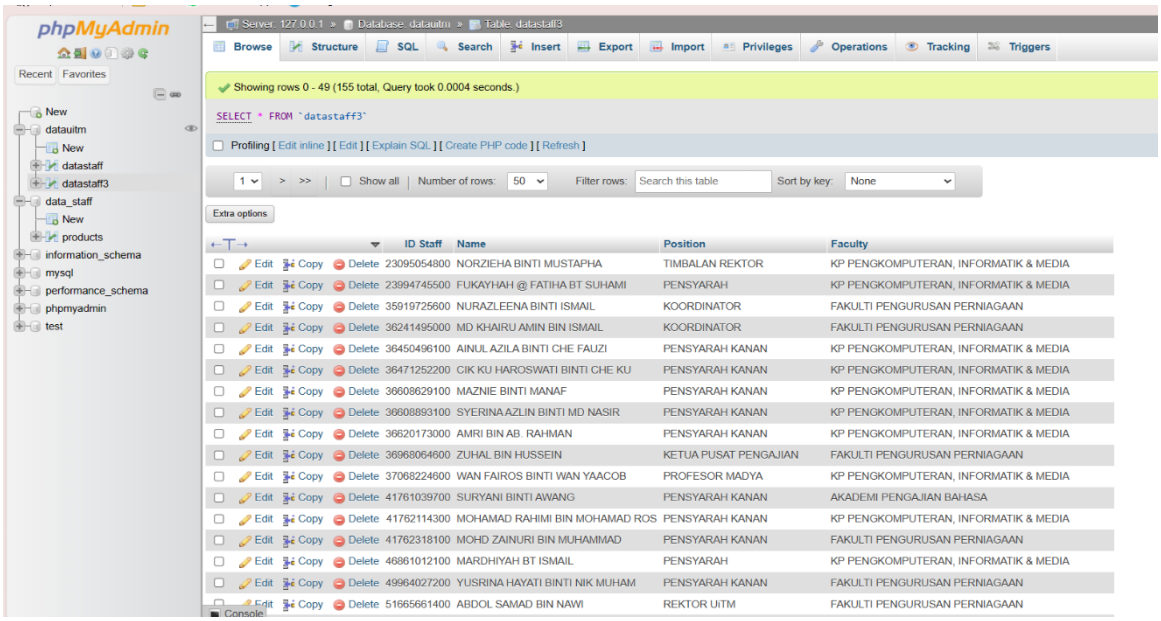
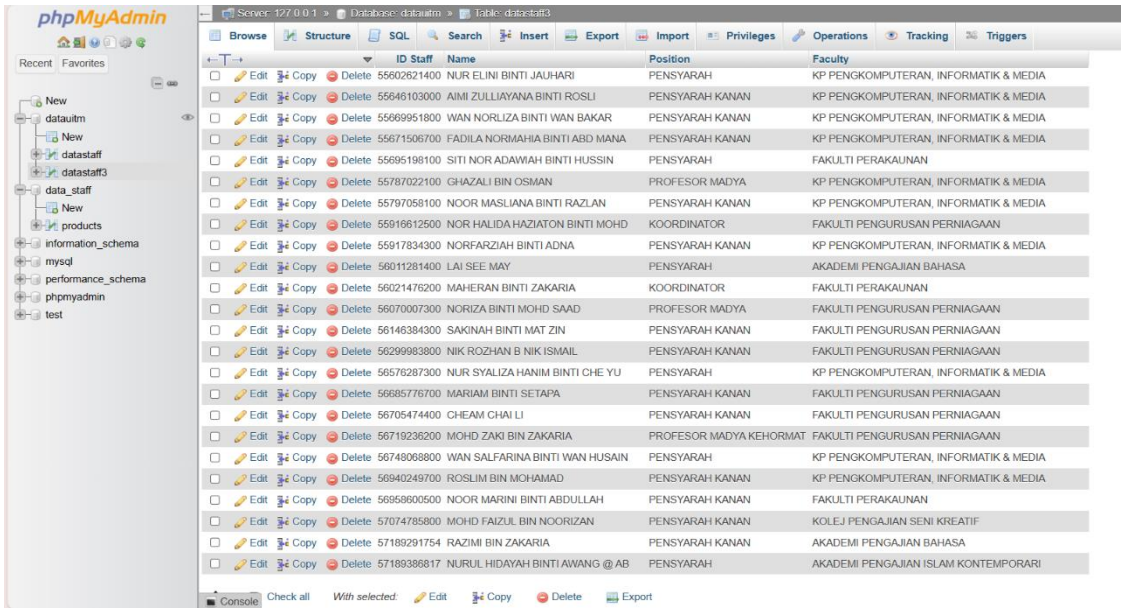
```
  <div class="section-title" style="margin-top: 200px;">
    <h2>UiTMCK CITTING DOCUMENTS ANALYSIS</h2>
  </div>

  <div class="chart-style">
  <canvas id="lineChart"></canvas>
      <script src="your_script.js"></script>

      <?php

$labels = ['2015', '2016', '2017', '2018', '2019', '2020', '2021', '2022', '2023'];
$data = [42, 50, 65, 90, 134, 262, 421, 643, 267];

$dataPoints = json_encode($data);
$labels = json_encode($labels);
?>

<script>

    var dataPoints = <?php echo $dataPoints; ?>;
    var labels = <?php echo $labels; ?>;
    var ctx = document.getElementById('lineChart').getContext('2d');


var lineChart = new Chart(ctx, {
    type: 'line',
    data: {
        labels: labels,
        datasets: [{
            label: 'Document',
            data: dataPoints,
            backgroundColor: 'rgba(75, 192, 192, 0.2)',
            borderColor: 'rgba(75, 192, 192, 1)',
            borderWidth: 1
        }]
    },
```

# USED PHP CODING FOR PAGE CONTACT US



```
<!-- ======= Contact Section ======= -->
<section class="contact" data-aos="fade-up" data-aos-easing="ease-in-out" data-aos-duration="500">
  <div class="container">

    <div class="row">

      <div class="col-lg-6">

        <div class="row">
          <div class="col-md-12">
            <div class="info-box">
              <i class="bx bx-map"></i>
              <h3>Our Address</h3>
              <p> Perpustakaan Tengku Anis UiTM Kelantan, Kampung Belukar, 18500 Machang, Kelantan.</p>
            </div>
          </div>
          <div class="col-md-6">
            <div class="info-box">
              <i class="bx bx-envelope"></i>
              <h3>Email Us</h3>
              <p>ptauitmck@uitm.edu.my<br>muslim368@uitm.edu.my</p>
            </div>
          </div>
          <div class="col-md-6">
            <div class="info-box">
              <i class="bx bx-phone-call"></i>
              <h3>Call Us</h3>
              <p>09 976 2343<br>09 976 2328</p>
            </div>
          </div>
        </div>

      </div>
```



```
      </div>


      <div class="col-lg-6">
      <form action="https://formspree.io/f/mnqkydnd" method="POST" class="contact-box">
      <div class="col-md-6 form-group">
      <label>Your name: <input type="text" name="name"></label>
      <div class="col-md-6 form-group mt-3 mt-md-0">
      <label>Your email: <input type="email" name="email"></label>
      <div class="form-group mt-3">
      <label>Your message: <textarea name="message"></textarea></label>
    <!-- your other form fields go here -->
    <div class="text-center"><button type="submit">Send</button></div>
</form>
</div>
    </div>
    </div>
      </section>

      <!-- End Contact Section -->


  </main><!-- End #main -->

  <!-- ======= Footer ======= -->
  <footer id="footer" data-aos="fade-up" data-aos-easing="ease-in-out" data-aos-duration="500" style="margin-top: 150px;">


<div class="footer-top">
  <div class="container">
    <div class="row">

      <div class="col-lg-3 col-md-6 footer-links">
        <h4>Useful Links</h4>
        <ul>
          <li><i class="bx bx-chevron-right"></i> <a href="home.php">Home</a></li>
          <li><i class="bx bx-chevron-right"></i> <a href="about.php">About</a></li>
```

# PHPMYADMIN FOR RESEARCHERS