

INDUSTRIAL TRAINING REPORT:  
INFORMATION TECHNOLOGY DEPARTMENT  
LEMBAGA KEMAJUAN KELANTAN SELATAN(KESEDAR)  
KESEDAR, BANDAR BARU GUA MUSANG, 18300 GUA  
MUSANG, KELANTAN.

SPECIAL PROJECT:  
( SYSTEM MY- USAHAWAN )

BY  
AMI AIDA BINTI OMAR

FACULTY SUPERVISOR  
MR MOHD AKMAL FAIZ BIN OSMAN

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

01 AUGUST 2016 – 31 DECEMBER 2016

## DECLARATION

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Ami Aida Binti Omar

2014627494

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## ABSTRACT

*The trainee under industrial training starting from 1 August until December 31 2016 at Lembaga Kemajuan Kelantan Selatan (KESEDAR) Bandar Baru Gua Musang, 18300 Gua Musang, Kelantan. KESEDAR was established to balance the composition of the residents in Southern Kelantan with the northern part of the state, eradicate poverty, and restructure the community. The trainee at the place in information technology department under the supervisor organization Ms. Hasri Rifdi Mamat @ Hamzah. The project that develop the system My-usahawan. The trainee also gained a lot of knowledge and skills that can be used in the future. The industrial training programs run smoothly. Thus, the trainee give some suggestions to solve the problem. The trainee also give a personal opinion about the training industry.*

**Keywords:** KESEDAR, My-usahawan, develop, system

## ACKNOWLEDGEMENT

Bismillahirrahmanirrahim

First of all thank Allah for allowing me to undergo and end the internship programme completely without any serious problems and allow me to completed this report. Thanks to Mr. Hasri Rifdi Mamat @ Hamzah and Lembaga Kemajuan Kelantan Selatan (KESEDAR) for giving me the opportunity to undergo industrial training in this organization. The experience gained is very valuable and may help me in the future. Last but not least to all the staff at the ICT department because provide a guidance for me.

Thank you to all the lecturers who manage industrial training me and friends Izzatil Husna daughter of Mrs. Arshad, a lecturer who acts as my supervisor, Mr. Mohd Akmal Faiz Osman, The guidance provided for industrial training with distinction and class to produce professional reports that will be greatly appreciated.

Thanks also to the friends who share their knowledge and opinions to get a good report. Last but not least thanks to my parents and other family members for moral support unwavering throughout my industry training.

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## CHAPTER 1: INTRODUCTION

### 1.0 Organization Background

The Southern Kelantan Development Board (KESEDAR) was established on March 2nd 1978 under the Southern Kelantan Development Board Act 1978 (Act 203). Its official launch was carried out by Allahyarham Tun Hussein Onn, the third Prime Minister of Malaysia on March 5th 1978 in Kampung Batu Gajah, Tanah Merah, Kelantan. KESEDAR was established to balance the composition of the residents in Southern Kelantan with the northern part of the state, eradicate poverty, and restructure the community.

Southern Kelantan is a hilly area with almost 50% of the land at gradients of more than 25° and just 10% with gradients of less than 15°. Despite the large landmass, only 20% of the land has potential to be developed for the agricultural sector.

The importance of bringing about development in Southern Kelantan provided the impetus for the federal government to set up KESEDAR, in order to balance the development of regions in the country. KESEDAR is the fourth Territorial Development Board after the Southeast Pahang Development Board (DARA-1971), Southeast Johor Development Board (KEJORA-1972) and Central Terengganu Development Board (KETENGAH-1973).

The first KESEDAR administrative center was located at Level 2, Kelantan State Government Secretary Office, Kota Bharu with the first General Manager, YBhg. Dato' Ariffin bin Said reporting for duty on June 1st 1978. Due to the continuous expansion of more office space, KESEDAR set up a temporary headquarters at the Lembaga Urusan Tabung Haji Building. The idea to build a new headquarters located in Gua Musang was the brainchild of YBM Tengku Razaleigh Hamzah, the Finance Minister at the time.

Work began on June 16th 1984. The design of the complex took cues from local architecture and traditional Malay design, particularly its roof, and utilized local resources. It was completed on August 30th 1986 at a cost of RM8.014 million.

The KESEDAR Headquarters Complex is made up of 3 main blocks with a combined floor space of 9,120 square meters. It was officiated by the KDYMM Al-Sultan Kelantan in a colorful event which was in accordance with the traditions of the Cik Siti Wan Kembang State, on April 30th 1987.

All KESEDAR officers and personnel moved to the new headquarters beginning in October 1985. The Headquarters Complex is one of the most important buildings in Gua Musang, in terms of steering the path of development in the Southern Kelantan Region. Beginning in 1986, it became the center of administration for the entire Southern Kelantan Region and served as the beating pulse for all development activities and programs implemented by KESEDAR.

The isolated geographic nature of Southern Kelantan in relation to the center of state administration in Kota Bharu proved to be an impediment to development efforts. Basic infrastructure and social amenities provided, paled in comparison to other regions in the state. This impacted the socio-economic development here due to problems with transportation, lack of water and electricity supply, services, healthcare and education. The factor of location and distribution of facilities influenced the different compositions of residents in the north and south of Kelantan. In the early 80s, there were 719,827 people living in the north, compared to only 139,543 in the south, for a ratio of 6.1. As for the population spread in Northern Kelantan, it stood at 279 residents per kilometer compared with 11 residents per kilometer in the south of the state. This effectively means that Southern Kelantan makes up 83% of the state landmass but was home to only 16% of residents in the state.

The region of Southern Kelantan borders Thailand to the north, Perak to the west, Pahang to the south, and Terengganu to the east. This is effectively three quarters (3/4) of the landmass for the state of Kelantan, 1.234 million hectares, covering the Territory of Gua Musang (797,976 ha.), Kuala Krai Territory (335,689 ha.) and Tanah Merah Territory (72,273 ha.).

Kelantan, which has an area of roughly 1.5 million hectares, remained the poorest state in Malaysia in the early 1980s, with the lowest GDP per capita in the country at approximately RM1, 740.00 and boasted only 46% of the national percentage at RM3, 758.00. Kelantan was the poorest state in Malaysia in the early 80s, and Southern Kelantan was the poorest of the poor, with an average monthly income of just RM259 (1985). This was linked to almost 80% of residents relying on the agriculture sector.

Table 1: Organization information

<b>Organization Name</b>	:	The Southern Kelantan Development Board (KESEDAR)
<b>Establishment Years</b>	:	1978
<b>Address</b>	:	Kesedar, Bandar Baru Gua Musang, 18300 Gua Musang Kelantan Darul Naim, Malaysia.
<b>Telephone Number</b>	:	
<b>Faks Number</b>	:	
<b>Website Address</b>	:	<a href="http://www.kesedar.gov.my">www.kesedar.gov.my</a>
<b>Email Address</b>	:	

## 1.1 Logo



The Letter K

- Symbolizes Kesedar



White

- Symbolizes Sincerity & Honesty



Blue

- Symbolizes Integrity & Globalization



Red

- Symbolizes determination



Erect square

- Symbolizes a Steadfast Organization



KESEDAR

- Acronym for South Kelantan Development Authority



KELANTAN

- Symbolizes Kelantan as a State where KESEDAR operates

Figure 1: Logo KESEDAR

## **1.2 Vision Mission**

### **1.2.1 Mission**

To spearhead and generate balanced development within the South Kelantan Region in terms of physical development, socioeconomic and human capital towards making it at par with Developed Areas in Malaysia.

### **1.2.2 Vision**

Spearhead development of Southern Kelantan into becoming the Most Developed Rural Region in Malaysia.

## **1.3 Objective**

- a) Objective of Southern Kelantan Development Board (KESEDAR) are as below:
- b) Stabilize the population density ratio
- c) Minimize the regional development gap
- d) Provide infrastructure facilities and social amenities
- e) Improve socioeconomic level and eradicate hardcore poverty as well as to minimize poverty
- f) Develop human capital

## **1.4 Functional**

Function of the Southern Kelantan Development Board (KESEDAR) is to develop and encourage assisting and implementing economic and social development for the Southern Kelantan region in in Malaysia.

Secondly is developed and encourage assisting and implementing residential, agricultural, and commercial development in the Southern Kelantan region.

Lastly, Monitor and coordinate the activities above, within the jurisdiction of Southern Kelantan

## **1.5 Client charter**

- a) Open up our minds and develop culture in efforts towards a society steadfast with a grasp on religion, knowledgeable, durable, and of high ethical principles, through relevant.
- b) Provide Aids to the poorest residents in South Kelantan Area Based on the Policies Set to Achieve the Target of Zero Hardcore Poverty.
- c) Work towards increasing the prosperity of residents in Southern Kelantan residential development programs, and providing public and social facilities.
- d) Work towards increasing the income of residents in Southern Kelantan to ensure no one remains below the poverty line, through agriculture programs, commerce, rural industry and investment.
- e) Planning and Implementing Programmes / Projects and Development Activities based on the Five-Year Plan Based on Public Sector Investment Plan Preparation (PPSA) made by through the Rolling Plan in Every Two Years.
- f) Produce reports monthly, quarterly, and annually, as scheduled.
- g) Provide friendly, efficient and accurate services to customers.

## **1.6 Core structure**


- a) Together, ensuring that KESEDAR realizes its mission of becoming an organization of excellence, glory and distinction.
- b) Creative in implementing day-to-day tasks.
- c) Inculcate a corporate culture which focuses on productivity, effectiveness and quality
- d) Being a team player in day-today business.
- e) Increase the culture of good maintenance in all work aspects.
- f) Improve delivery system to meet the needs of stakeholders and target group
- g) Increase knowledge with the latest information related to job scope.

## **1.7 Etiquette Code**

- a) KESEDAR Code of Ethics
- b) Always Prepared and in the Lead
- c) Always Proactive
- d) Always Produce Excellent Work
- e) Always Diligent, Hardworking. And Steadfast
- f) Tawakal and Thankfulness At All Times
- g) Always Cooperative and Durable
- h) Always Aware Of Self Potential, and Self Improving
- i) Always Warm and Friendly
- j) Always Fair and Considerate



## 1.8 Organization chart

	<p><b>Dato' Hj. Fazam Bin Mat Lazim</b> <b>General Manager</b></p>
	<p><b>Hj. Othman Bin Ismail</b> <b>Deputy General Manager (D)</b></p>
	<p><b>En. Iskandar Zurkarnaian Bin Ibrahim</b> <b>Deputy General Manager (O)</b></p>



En. Kamal Badrul Hisham Bin Mohamed  
**Manager of Finance Division**



Puan Yunaiha Binti Ismail  
**Manager of Administration And Human  
Resource Management**



Pn. Maskhairiah Binti Samsudin  
**Manager of Monitoring and Coordination  
Division**



Hj. Mohamad Suhaimi Bin Othman  
**Planning & Assesment Manager**



**Hj. Wan Muhd Rahimi bin Wan Salleh**  
**Manager Department of Agriculture**



**En Md Asri Bin Jusoh**  
**Manager of Community Development Division**



**Puan Norlidasaidi Binti Awang Teh**  
**Economic & Investment Division Manager**



**Wan Mohd Zaed Bin Mamat @ Wan Ab Hamid**  
**Manager of Properties Division**



**En. Hasri Rifdi Bin Mamat@Hamzah**  
**Manager of Information Technology**



**Ir Nek Jid Bin Mohd Zain**  
**JKR KESEDAR Unit Director**



**Vacant**  
**Head of Unit Integrity Unit**



**Pn. Azlina binti Ghazali**  
**Head of Internal Audit Unit**



**Pn. Nurhayati Bt Mat Rusok**  
**Head of Public Relation Unit**



**Cik Fawrah 'Aimi binti Moh Bakery**  
**Head of Law Unit**

## **CHAPTER 2: DEPARTMENTAL INFORMATION**

### **2.1 Organizations departmental**

#### **2.1.1 Vision**

Increase the efficiency and effectiveness of the organization's information technology and computer system.

#### **2.1.2 Mission**

To provide a support information technology and computing system that is efficient and complete, to facilitate a smooth working environment and output of quality work.

#### **2.1.3 Objective**

- a) Fully utilize the services of ICT and multimedia to increase the quality and productivity of KESEDAR internally
- b) Encourage and foster excellence within the Southern Kelantan community through full utilization of ICT
- c) In line with the National IT Agenda and Vision 2020, facilitate synergies within the government's ICT initiatives

#### **2.1.4 Charter**

- a) Develop the KESEDAR computer system according to the approved plan and allocation.
- b) Take action on user issues and complaints within 3 days of notice.
- c) Provide consultation and advice of on computer related issues whenever necessary.

### **2.1.5 Administration**

- a) General mailing
- b) Office security and cleanliness
- c) Secretariat for staff performance reports
- d) Handle staff leave
- e) Office stationary
- f) Office equipment procurement
- g) Administrative filing and record keeping
- h) Hiring and staffing
- i) Work Delegation
- j) Handle training for all staff
- k) Handle personnel discipline

### **2.2 Department Function**

#### **2.2.1 Technical & Operations Services**

- a) Plan & manage procurement, distribution and installation of computer hardware & software
- b) Maintenance/repair & testing of computer hardware & software
- c) Plan, design, develop, control, maintain, analyze and upgrade network, communication & internet systems for the headquarters and regional offices
- d) Manage, coordinate & maintain servers, work stations user support
- e) Plan, manage, maintain and implement computer training for staff
- f) Coordinate target group ICT education /progress

### **2.2.2 Systems Development**

- a) Manage, analyze, design, develop, test, implement and maintain systems applications including Management Information System and Office Automation
- b) Build, run, manage and maintain databases
- c) Manage, analyze, design, develop, test, implement and maintain systems built jointly with consultants like SAGA
- d) Manage & coordinate preparations for an ICT Strategic Plan
- e) Manage and maintain organization's official websites
- f) Coordinate all technical issues for systems like SISTPEN, PMS etc
- g) Coordinate target group ICT education /progress



## **CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES**

### **3.1 Training Activities**

The internship program is already in this The Southern Kelantan Development Board (KESEDAR) for the five (5) month, starting from August 2016 and end of this December 2016. The training locates at Information Technology (IT) department at KESEDAR. The activities that should do in the information technology department which is the daily activities, manage record, electronic publishing or design, brochure design, preparation booth, and develop system My-usahawan.

### **3.2 Daily activities**

Daily activities make a daily task performance by the supervisor organization and staff in the information technology department. The task that has been given base on the current need like delivery the letter in the division, Photostat paper, record incoming mail in logbook and others. After that, special project will continue after complete the current need by time to time.

### **3.3 Manage record**

The task given that must arrange the close file in the cabinet to make the file arrangement systematic and easy to find the record for their references by time to time. The arrangement that create to manage is like arrange based on the alphabetical order based on their reference number. After that, create the tanging to make staff easy to find the record in the cabinet and easy to organize record follow by their code in the cabinet.

### 3.4 Electronic Publishing/Design

#### 3.4.1 Design banner

Design banner for upcoming event and website banner for the Southern Kelantan Development Board (KESEDAR). The total that have make to design banner and bunting is fifty-five (15) design to event for the program that have make in KESEDAR. Besides that, the design should follow the rule of program or suitable for design. The website banner create for ten (10) event which is the Happy Independence Day 2016, Eid Al-Adha 2016, National Day 2016, Maal Hijrah, Happy Deepavali 2016, Hari Keputraan Sultan Kelantan 2016, Maulid Nabi, Hari Pertabalan Agong, Merry Christmas and Happy New Year 2017. The software that use in the create design banner using adobe Photoshop. After that, the duration that was to create one design is the two (2) or three (3) day to complete the design before approval because the design that should design must follow the current event or program. The below is the design banner that create for KESEDAR website starting from August until December 2106.

#### 1. Happy Independence Day



Figure 2: Banner Happy Independence Day

2. Eid Al-Adha 2016



Figure 3: Banner Idul Adha 2016

3. National Day 2016



Figure 4: Banner National Day 2016

4. Maal Hijrah



Figure 5: Banner Maal Hijrah 2016

5. Happy Deepavali 2016



Figure 6: Banner Happy Deepavali

6. Hari Keputraan Sultan Kelantan



Figure 7: Hari Keputraan Sultan Kelantan 2016

7. Maulid Nabi



Figure 8: Banner Maulid Nabi 2016

8. Hari Pertabalan Agong ke-15



Figure 9: Banner Hari Pertabalan Agong 2016

9. Merry Christmas 2016



Figure 10: Banner Merry Christmas

10. Happy New Year



Figure 11: Banner Happy New Year 2016

### 3.4.2 Design Cover file

In the trainee involve in electronic publishing to create the design cover to representative the file as quality and neat. Design the cover file for the presentation for Quality and Innovation Award 2016 for categories its quality award governance efficiency. The duration to create the design is two day to complete and accepted by the supervisor organization. In addition, the software that uses to design the cover by using the Adobe Photoshop and Microsoft Publisher. In the trainee that has created four (4) designs for cover file in the information technology department.



Figure 12: Cover File 1



Figure 13: Cover File 2

### 3.4.2 Design button for website KESEDAR

Create the button design for upgrade system of KESEDAR by follow the standard to make the system efficiency and standardize with the ministry portal. After that, the design to create the button uses the software Adobe Photoshop to design. After that, the duration to complete the design is two (2) day. The software in use in the trainee is adobe Photoshop. The design as below:



Figure 14: Button 1



Figure 15: Button 2



Figure 16: Button 3



Figure 17: Button 4



Figure 18: Website KESEDAR



### 3.5 Pamphlet design

The Southern Kelantan Development Board (KESEDAR) have the monthly meeting to all staff in the KESEDAR to monitor the organization to expand smoothly and discuss the future strategic to expand the organization to get the best organization performance. In this pamphlet that have the tentative programs, and information that they need to put in the pamphlet for monthly meeting. Next is the duration that was to design the pamphlet is three(3) day to complete the design and make approval from the supervisor organization before print out the pamphlet. Below is the pamphlet the monthly meeting from KESEDAR:



Figure 19: Cover pamphlet

10 SEPTEMBER 2016 (JUMA)		10 SEPTEMBER 2016 (JUMA)	
KURUS		KURUS	
1001kgf	Pemilihan dan Pengesahan		
1002kgf	Pemilihan dan Pengesahan		
1003kgf	Pemilihan dan Pengesahan		
1004kgf	Pemilihan dan Pengesahan		
1005kgf	Pemilihan dan Pengesahan		
1006kgf	Pemilihan dan Pengesahan		
1007kgf	Pemilihan dan Pengesahan		
1008kgf	Pemilihan dan Pengesahan		
1009kgf	Pemilihan dan Pengesahan		
1010kgf	Pemilihan dan Pengesahan		
1011kgf	Pemilihan dan Pengesahan		
1012kgf	Pemilihan dan Pengesahan		
1013kgf	Pemilihan dan Pengesahan		
1014kgf	Pemilihan dan Pengesahan		
1015kgf	Pemilihan dan Pengesahan		
1016kgf	Pemilihan dan Pengesahan		
1017kgf	Pemilihan dan Pengesahan		
1018kgf	Pemilihan dan Pengesahan		
1019kgf	Pemilihan dan Pengesahan		
1020kgf	Pemilihan dan Pengesahan		

Figure 20: Tentative Program

**NYANYIAN LAGU**

**MAJALSA**

Dunia kian berubah  
Perubahan ming hari  
Maka lara a' hana hari  
Kajayaan haru ini  
Dunia yang megah  
Dengan malyang gagah  
Serani perantian  
Kia masy' berama  
Kia satu bangsa, Kia satu Negara  
Kia satu mamalah' paa  
Kia satu bangsa, satu Negara  
Kia satu Malya  
Semua ya selaras  
Perjalaman a' la kama  
Sela saba a' saba a' alywa  
Membina masa' hadapan  
Maruju kajayaan  
Kia sany' a roly' an' Ma' la ya la  
Harmoni, saling menghormati  
Kia satu bangsa, Kia satu Negara  
Kia satu mamalah' paa  
Kia satu bangsa, satu Negara

**NYANYIAN LAGU**

**MUSAMMA**

Negara Ku  
Tajuk Kemaslah' dandhu  
Bakul' Kadye  
Seratu dan maju  
Bakul' banyaga  
Tajuk Lumayan  
Bajo Kite  
Selamat ber' la kama  
Bakul' banyaga  
Tajuk Lumayan  
Bajo Kite  
Selamat ber' la kama

Figure 21: Song



Figure 22: Song

### 3.6 Preparation booth for innovation competition

In the trainee that has been the preparation booth for innovation competition for exhibition system. Firstly, should have planning to thing the design that to do for exhibition and discuss with the top management the theme that must have to make the preparation. Preparation booth for innovation competition have starting from design the border until finish all the item that need to display in the booth by time competition. Firstly design a few shape for display information border to choose the best design. The final design is the design is display from the exhibition at the Kementerian Kemajuan Luar Bandar dan Wilayah Kuala Lumpur. Secondly, is print screen the module in “system pengurusan peneroka” and edit in adobe Photoshop after that print and laminate the module and paste to the black polystyrene and paste the shape design. Thirdly, create name for the “Sistem Pengurusan Peneroka” by using the rope and black cardboard and create the three 3 logo KESEDAR by using the rope also for display. The duration in to compete the task is about the three (3) week to complete before the exhibition day. In the trainee the task that need to make it is the start from design until the implement.

1. Design the shape for border to display information



Figure 23: Design border

2. Display information done

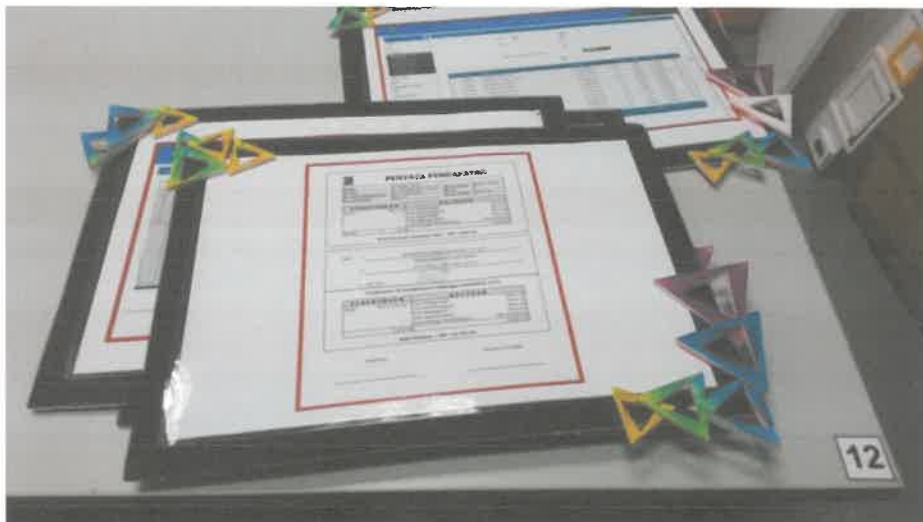


Figure 24: Display Information

3. Create name for "Sistem Pengurusan peneroka" by using the cardboard and rope



Figure 25: Name system

4. Create logo using the rope



Figure 26: KESEDAR Logo by the rope

5. Create logo KESEDAR using the polystyrene



Figure 27: KESEDAR letter

6. Module for display information based on the module in the system

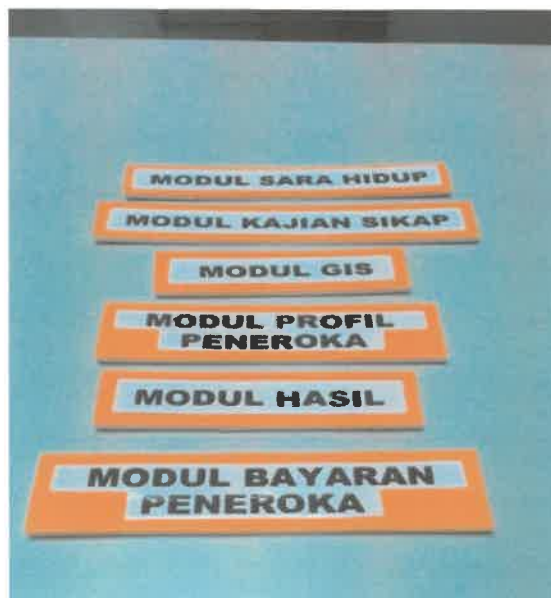


Figure 28: Name module system Pengurusan peneroka



Figure 29: Exhibition booth

### 3.7 Special project

In the trainee should have the special project for contribution to organization in the Southern Kelantan Development Board (KESEDAR). The task for special project that given for me by En. Hasri Rifdi Bin Mamat @ Hamzah as a supervisor organization. The task is to develop the system My-usahawan. System My-usahawan is the system about apply loan from KESEDAR to their entrepreneur under their coverage. Before this KESEDAR use manually using form and submit to Economy Division and the application process takes about 6 month. From that the organization must be solve the solution in this case. After that, we have developed the system My-usahawan for application form, validation application, generate report and others.

Before develop the system it should have meeting and discuss about the criteria that must have in the system My-usahawan and after discuss and consultation with the supervisor organization and start design the story board of the system and show to the supervisor organization to make approval and start to develop the system. Below is the story board of the system My-usahawan:

### **3.7.1 Problem statement**

The problem statement of this case is loan application process take time about 6 month to complete the process and the application use the manual way. After that, the problem it missing the application paper in the organization and they do not complete the loan process from the entrepreneur. Next, the problem is the paper load because is quite to handle the paper and difficult to handle the paper. Furthermore, from this situation that was to develop system to make easy to handle the process of the loan from the entrepreneur at KESEDAR and also minimize the paper. The duration process of new application can complete one month by using this system to make the approval.

### **3.7.2 Objectives project**

- a) To reduce paper application
- b) Reduce time to process of loan application
- c) To speed up time consuming
- d) To develop user friendly system
- e) To ensure the system run smoothly

### **3.7.3 Target user**

The target user for this system is the entrepreneur. The entrepreneur can make loan easily to apply in the system because the using the manual system it very difficult to handle the paper of application and at the same time the paper is missing and do not process the application. From that the entrepreneur can make the application easily and user friendly.

### **3.7.3 Project planning**

In the trainee plan is actually the information technology department is already plan for my trainee so the trainee start with the analysis phase to complete the special project in developing system. The name of the system is My-usahawan. After that, the duration to complete the system is among ten (10) month starting from the August until the June 2107.



### **3.7.4 Analysis**

In my training to developing system is the starting from the analysis from that the trainee has to know the requirement from the organization before to develop the system. However, before developing system it must create the story board of the system in interface design to the user, interface design to admin and more modules in the system. After that, the software that use to develop the system by using the Xampp server and Adobe Dream viewer software.

### **3.7.5 Design**

The design that has to develop the system My-usahawan is based on the supervisor organization requirements and the detailed analysis of a new system, the new system must be designed. This is the phase of system designing. It is the most crucial phase in the development of a system. The logical system design arrived at as a result of system analysis and is converted into physical system design. The detailed description of the problem is the loan application process take time to complete is around six (6) month to complete it. The solution is to developing the system is to take time one (1) month to complete the process of loan application. Below is the story board that creates before to develop the system My-ushawan.

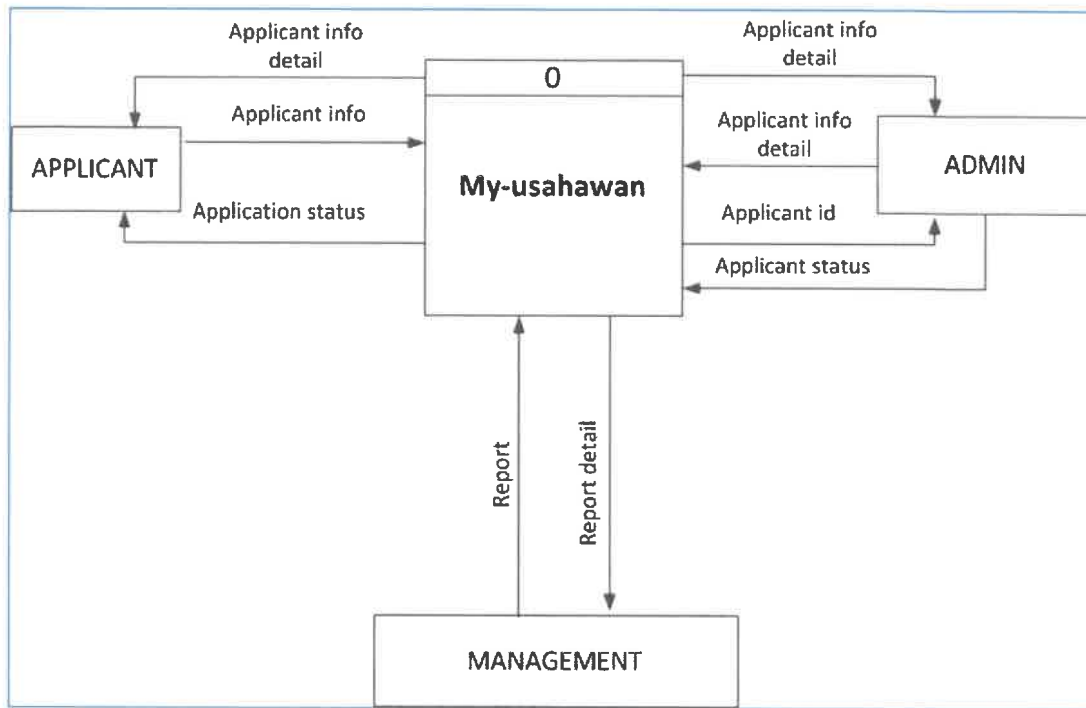


Figure 30: Context diagram

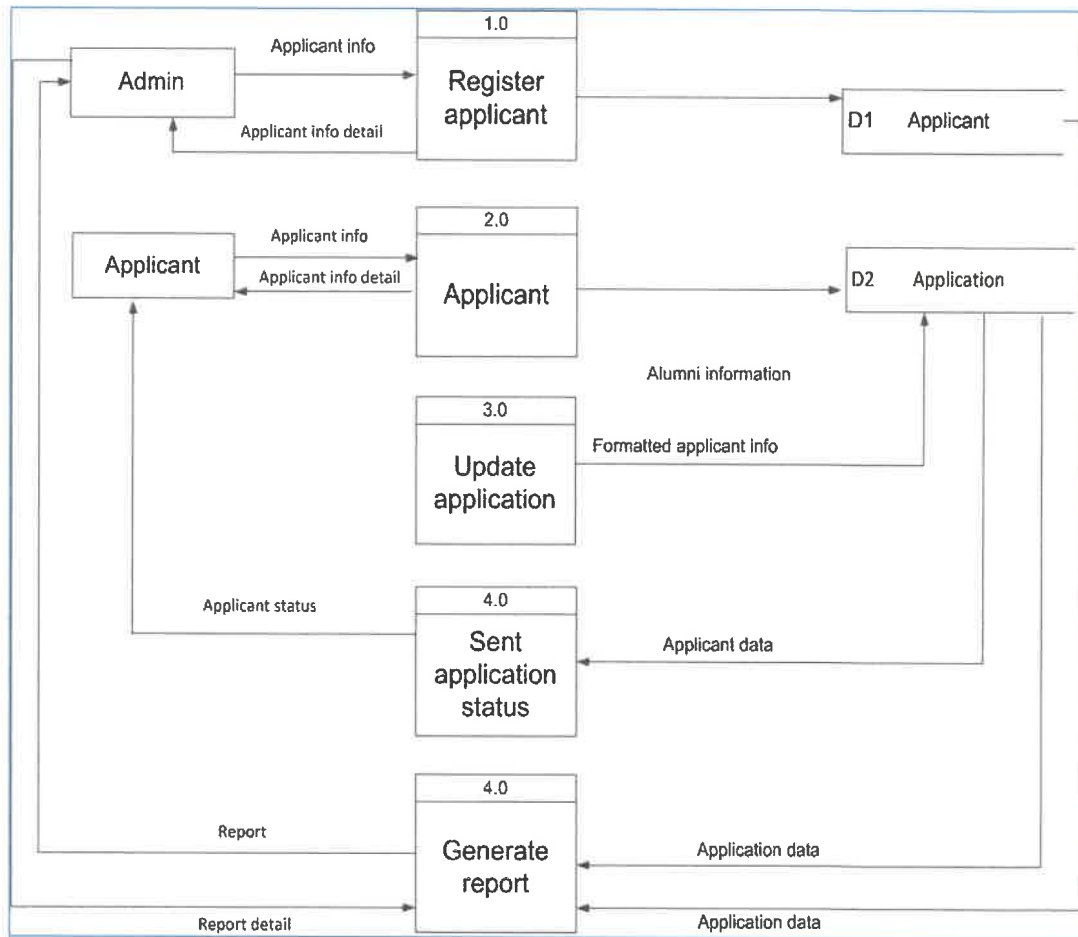


Figure 31: Data flow diagram

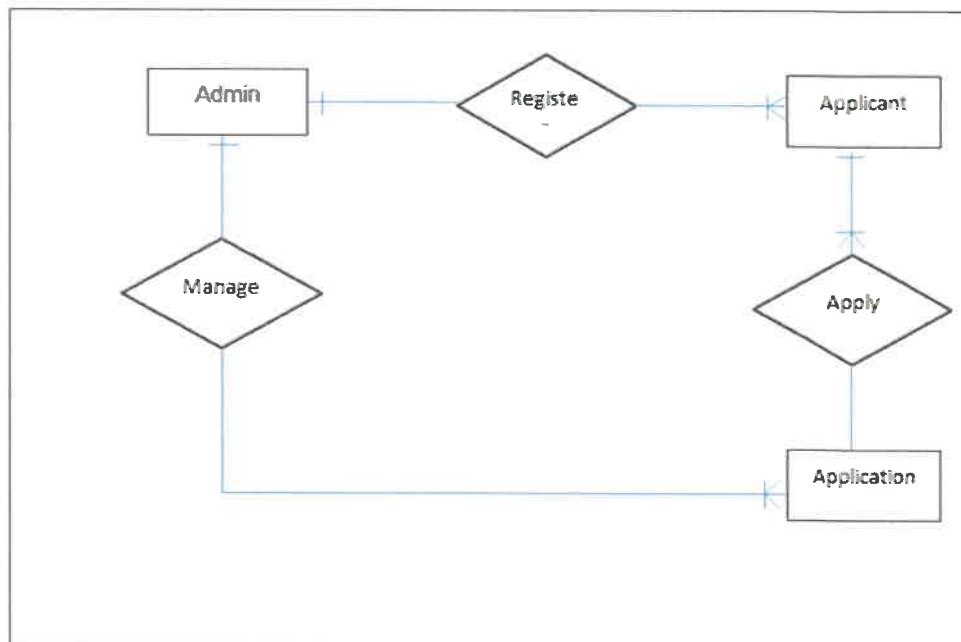


Figure 32: Entity relationship diagram

### 3.7.6 Data dictionary

The screenshot shows the phpMyAdmin interface with the 'Table structure' view selected. The table structure is as follows:

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
1	permohonan_id	int(11)			No	None	AUTO_INCREMENT	Change Drop Primary Unique More
2	pej_id	varchar(50)			No	None		Change Drop Primary Unique More
3	pejop_id	varchar(50)			No	None		Change Drop Primary Unique More
4	nama	varchar(50)			No	None		Change Drop Primary Unique More
5	jenis	varchar(30)			No	None		Change Drop Primary Unique More
6	alamat_tutup	text			No	None		Change Drop Primary Unique More
7	alamat_niaga	text			No	None		Change Drop Primary Unique More
8	tal1	varchar(12)			No	None		Change Drop Primary Unique More
9	tal2	varchar(20)			No	None		Change Drop Primary Unique More
10	mykad	varchar(12)			No	None		Change Drop Primary Unique More
11	email	varchar(50)			No	None		Change Drop Primary Unique More
12	tarikh_lahir	date			No	None		Change Drop Primary Unique More
13	taraf_perkahwinan	varchar(20)			No	None		Change Drop Primary Unique More
14	nama_pasangan	varchar(255)			No	None		Change Drop Primary Unique More
15	mykad_pasangan	varchar(12)			No	None		Change Drop Primary Unique More
16	karja_pasangan	varchar(255)			No	None		Change Drop Primary Unique More
17	alamat_majikan_psg	text			No	None		Change Drop Primary Unique More
18	hp_majikan	varchar(12)			No	None		Change Drop Primary Unique More
19	nama_niaga	varchar(255)			No	None		Change Drop Primary Unique More
20	jenis_niaga	varchar(255)			No	None		Change Drop Primary Unique More
21	lokasi_niaga	varchar(255)			No	None		Change Drop Primary Unique More
22	sektor_niaga	varchar(255)			No	None		Change Drop Primary Unique More
23	pengalaman_niaga	varchar(255)			No	None		Change Drop Primary Unique More
24	masa_mula_niaga	varchar(50)			No	None		Change Drop Primary Unique More
25	waktu_mula_niaga	varchar(100)			No	None		Change Drop Primary Unique More
26	masa_tamat_niaga	varchar(50)			No	None		Change Drop Primary Unique More
27	waktu_tamat_niaga	varchar(100)			No	None		Change Drop Primary Unique More
28	pinjaman_jah	varchar(255)			No	None		Change Drop Primary Unique More
29	status_pinjaman	varchar(255)			No	None		Change Drop Primary Unique More
30	pinjaman_niaga	decimal(13,2)			No	None		Change Drop Primary Unique More
31	akim_niaga	varchar(255)			No	None		Change Drop Primary Unique More
32	pasama1	varchar(50)			No	None		Change Drop Primary Unique More
33	alamat_pasama1	text			No	None		Change Drop Primary Unique More
34	tel_pasama1	varchar(12)			No	None		Change Drop Primary Unique More
35	pasama2	varchar(255)			No	None		Change Drop Primary Unique More
36	alamat_pasama2	text			No	None		Change Drop Primary Unique More
37	hp_pasama2	varchar(12)			No	None		Change Drop Primary Unique More
38	poskod1	varchar(5)			No	None		Change Drop Primary Unique More
39	poskod2	varchar(5)			No	None		Change Drop Primary Unique More
40	poskod3	varchar(5)			No	None		Change Drop Primary Unique More
41	thn_pendaftaran	varchar(20)			No	None		Change Drop Primary Unique More
42	trkh_hut_projek	varchar(20)			No	None		Change Drop Primary Unique More
43	atasen_pgwai_pelaapor1	varchar(500)			No	None		Change Drop Primary Unique More
44	nama_pgwai1	varchar(500)			No	None		Change Drop Primary Unique More
45	jawatan1	varchar(500)			No	None		Change Drop Primary Unique More
46	tarikh1	date			No	None		Change Drop Primary Unique More
47	nama_pgwai2	varchar(500)			No	None		Change Drop Primary Unique More
48	jawatan2	varchar(500)			No	None		Change Drop Primary Unique More
49	atasen_pgwai_pelaapor2	varchar(500)			No	None		Change Drop Primary Unique More
50	tarikh2	date			No	None		Change Drop Primary Unique More
51	pejop_id	varchar(50)			No	None		Change Drop Primary Unique More
52	nama	varchar(50)			No	None		Change Drop Primary Unique More
53	jenis	varchar(30)			No	None		Change Drop Primary Unique More
54	alamat_tutup	text			No	None		Change Drop Primary Unique More
55	alamat_niaga	text			No	None		Change Drop Primary Unique More
56	tal1	varchar(12)			No	None		Change Drop Primary Unique More
57	tal2	varchar(20)			No	None		Change Drop Primary Unique More
58	mykad	varchar(12)			No	None		Change Drop Primary Unique More
59	email	varchar(50)			No	None		Change Drop Primary Unique More
60	tarikh_lahir	date			No	None		Change Drop Primary Unique More
61	taraf_perkahwinan	varchar(20)			No	None		Change Drop Primary Unique More
62	nama_pasangan	varchar(255)			No	None		Change Drop Primary Unique More
63	mykad_pasangan	varchar(12)			No	None		Change Drop Primary Unique More
64	karja_pasangan	varchar(255)			No	None		Change Drop Primary Unique More
65	alamat_majikan_psg	text			No	None		Change Drop Primary Unique More
66	hp_majikan	varchar(12)			No	None		Change Drop Primary Unique More

Figure 33: Data dictionary for application

The screenshot shows the phpMyAdmin interface with the 'Table structure' view selected. The left sidebar shows a tree view of databases and tables. The main area displays the structure of two tables: 'tblkategori' and 'tblkategori\_pengguna'.

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
1	permohonan_id	int(11)			No	None	AUTO_INCREMENT	Change Drop Primary Unique More
2	myksud	int(20)			No	None		Change Drop Primary Unique More
3	nama	varchar(200)			No	None		Change Drop Primary Unique More
4	trikh_wat_projek	date			No	None		Change Drop Primary Unique More
5	ulasan_pgawai_pelapor	varchar(200)			No	None		Change Drop Primary Unique More
6	nama_pegawai1	varchar(200)			No	None		Change Drop Primary Unique More
7	jawaban1	varchar(200)			No	None		Change Drop Primary Unique More
8	tarikh1	date			No	None		Change Drop Primary Unique More
9	nama_pegawai2	varchar(200)			No	None		Change Drop Primary Unique More
10	jawaban2	varchar(200)			No	None		Change Drop Primary Unique More
11	ulasan_pgawai_pelapor	varchar(200)			No	None		Change Drop Primary Unique More
12	tarikh2	date			No	None		Change Drop Primary Unique More

Figure 34: Data dictionary for confirmation

The screenshot shows the phpMyAdmin interface with the 'Table structure' view selected. The left sidebar shows a tree view of databases and tables. The main area displays the structure of the 'tbl\_sahmohon' table and its indexes.

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
1	sahmohon_id	int(11)			No	None	AUTO_INCREMENT	Change Drop Primary Unique Index More
2	ipengguna	varchar(100)			No	None		Change Drop Primary Unique Index More
3	pegawai_sah	varchar(255)			No	None		Change Drop Primary Unique Index More
4	jawpegsah	varchar(255)			No	None		Change Drop Primary Unique Index More
5	pegsokong	varchar(255)			No	None		Change Drop Primary Unique Index More
6	jawpegsokong	varchar(255)			No	None		Change Drop Primary Unique Index More

Space usage	Row statistics
Data: 128 B	Format: dynamic
Index: 2 KiB	Collation: latin1_swedish_ci
Total: 2.1 KiB	Rows: 1
	Row length: 128 B

Figure 35: Data dictionary for applicant

phpMyAdmin

Recent Favorites

Database: database

Table structure Relation view

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
1	profil_id	int(11)			No	None	AUTO_INCREMENT	Change Drop Primary Unique Index More
2	ipengguna	varchar(100)			No	None		Change Drop Primary Unique Index More
3	ekim	varchar(50)			No	None		Change Drop Primary Unique Index More
4	nama	varchar(255)			No	None		Change Drop Primary Unique Index More
5	mykad	varchar(15)			No	None		Change Drop Primary Unique Index More
6	gambar	varchar(50)			No	None		Change Drop Primary Unique Index More
7	alamatrmh	text			No	None		Change Drop Primary Unique Index More
8	namasykt	varchar(255)			No	None		Change Drop Primary Unique Index More
9	alamatasykt	text			No	None		Change Drop Primary Unique Index More
10	nolesen	varchar(50)			No	None		Change Drop Primary Unique Index More
11	kategori_id	varchar(50)			No	None		Change Drop Primary Unique Index More
12	jenis_id	varchar(50)			No	None		Change Drop Primary Unique Index More
13	ptj	varchar(100)			No	None		Change Drop Primary Unique Index More
14	kategori_usahawan	varchar(255)			No	None		Change Drop Primary Unique Index More
15	talusahawan	varchar(15)			No	None		Change Drop Primary Unique Index More
16	talusahawan2	varchar(15)			No	None		Change Drop Primary Unique Index More
17	idhn	varchar(4)			No	None		Change Drop Primary Unique Index More

Check all With selected Browse Change Drop Primary Unique Index Fulltext Add to central columns

Remove from central columns

Console

3	ekim	varchar(50)			No	None		Change Drop Primary Unique Index More
4	nama	varchar(255)			No	None		Change Drop Primary Unique Index More
5	mykad	varchar(15)			No	None		Change Drop Primary Unique Index More
6	gambar	varchar(50)			No	None		Change Drop Primary Unique Index More
7	alamatrmh	text			No	None		Change Drop Primary Unique Index More
8	namasykt	varchar(255)			No	None		Change Drop Primary Unique Index More
9	alamatasykt	text			No	None		Change Drop Primary Unique Index More
10	nolesen	varchar(50)			No	None		Change Drop Primary Unique Index More
11	kategori_id	varchar(50)			No	None		Change Drop Primary Unique Index More
12	jenis_id	varchar(50)			No	None		Change Drop Primary Unique Index More
13	ptj	varchar(100)			No	None		Change Drop Primary Unique Index More
14	kategori_usahawan	varchar(255)			No	None		Change Drop Primary Unique Index More
15	talusahawan	varchar(15)			No	None		Change Drop Primary Unique Index More
16	talusahawan2	varchar(15)			No	None		Change Drop Primary Unique Index More
17	idhn	varchar(4)			No	None		Change Drop Primary Unique Index More

Figure 36: Data dictionary for profile

The screenshot displays the phpMyAdmin interface for a database named 'user'. The left sidebar shows a tree view of databases and tables. The main window shows the 'Table structure' view for a table with 10 columns. The columns are listed in a table with their respective data types, collations, attributes, and actions.

#	Name	Type	Collation	Attributes	Null	Default	Extra	Action
1	lid	int(11)			No	None	AUTO_INCREMENT	Change Drop Primary Unique Index More
2	lpengguna	varchar(15)			No	None		Change Drop Primary Unique Index More
3	lpass	varchar(255)			No	None		Change Drop Primary Unique Index More
4	lnama	varchar(255)			No	None		Change Drop Primary Unique Index More
5	lkodkategoripengguna	varchar(10)			No	2		Change Drop Primary Unique Index More
6	lalamat	varchar(255)			No	None		Change Drop Primary Unique Index More
7	lalamat_rmh	text			No	None		Change Drop Primary Unique Index More
8	lrtel	varchar(15)			No	None		Change Drop Primary Unique Index More
9	llevel	int(2)			No	2		Change Drop Primary Unique Index More
10	bhg_id	int(50)			No	None		Change Drop Primary Unique Index More

The interface also includes a sidebar with a tree view of databases and tables, a top navigation bar with options like 'Browse', 'Structure', 'SQL', 'Search', 'Insert', 'Export', 'Import', 'Privileges', and 'Operations'. The main window shows the 'Table structure' view for a table with 10 columns. The columns are listed in a table with their respective data types, collations, attributes, and actions. Below the table, there are options to 'Check all', 'With selected', 'Browse', 'Change', 'Drop', 'Primary', 'Unique', 'Index', 'Fulltext', and 'Add to central columns'. There are also buttons for 'Print view', 'Propose table structure', 'Track table', 'Move columns', and 'Improve table structure'. At the bottom, there is a console area with 'Space usage' and 'Row statistics' tabs.

Figure 37: Data dictionary for user

### 3.7.6 Story board

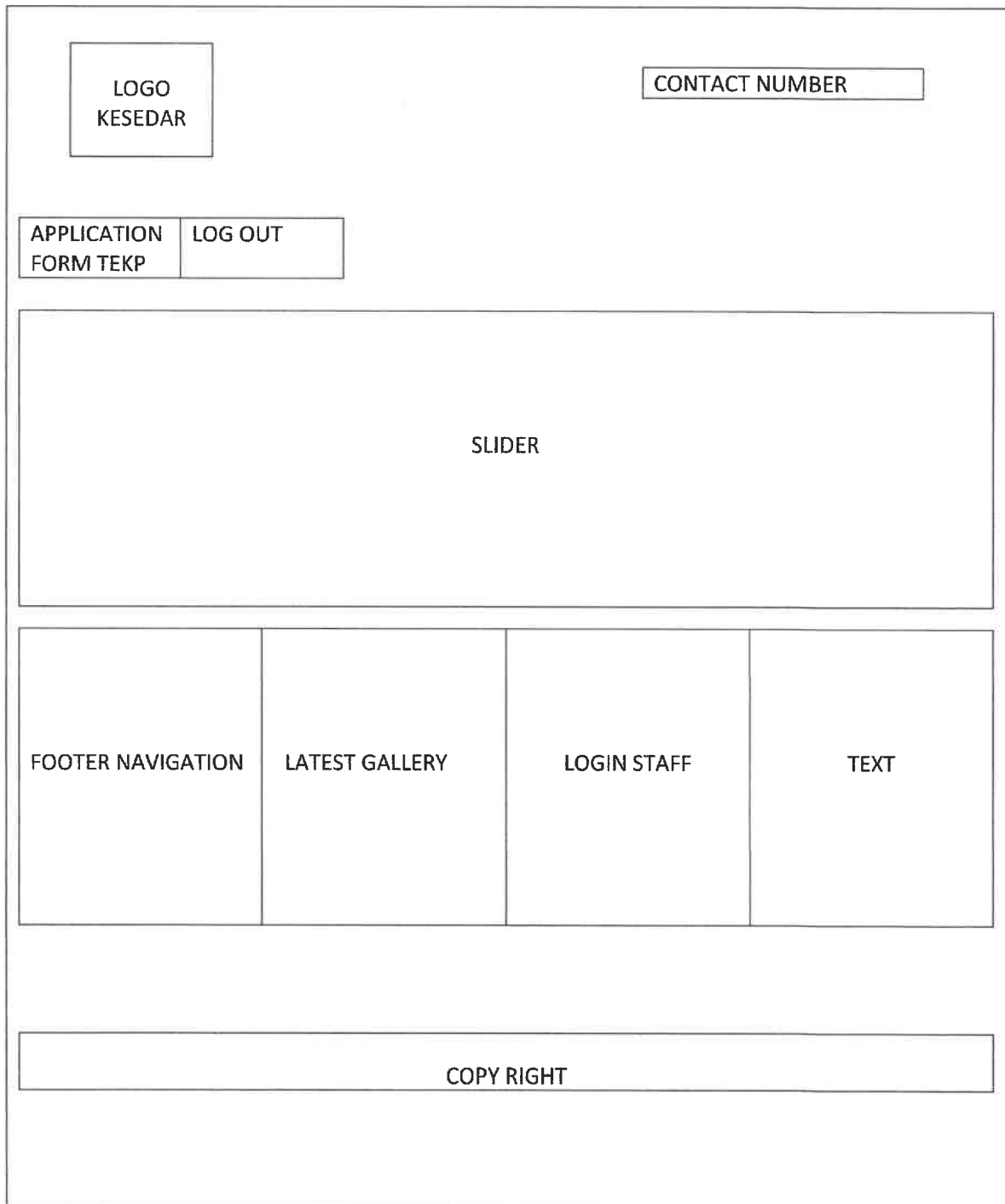


Figure 38: Interface system for user



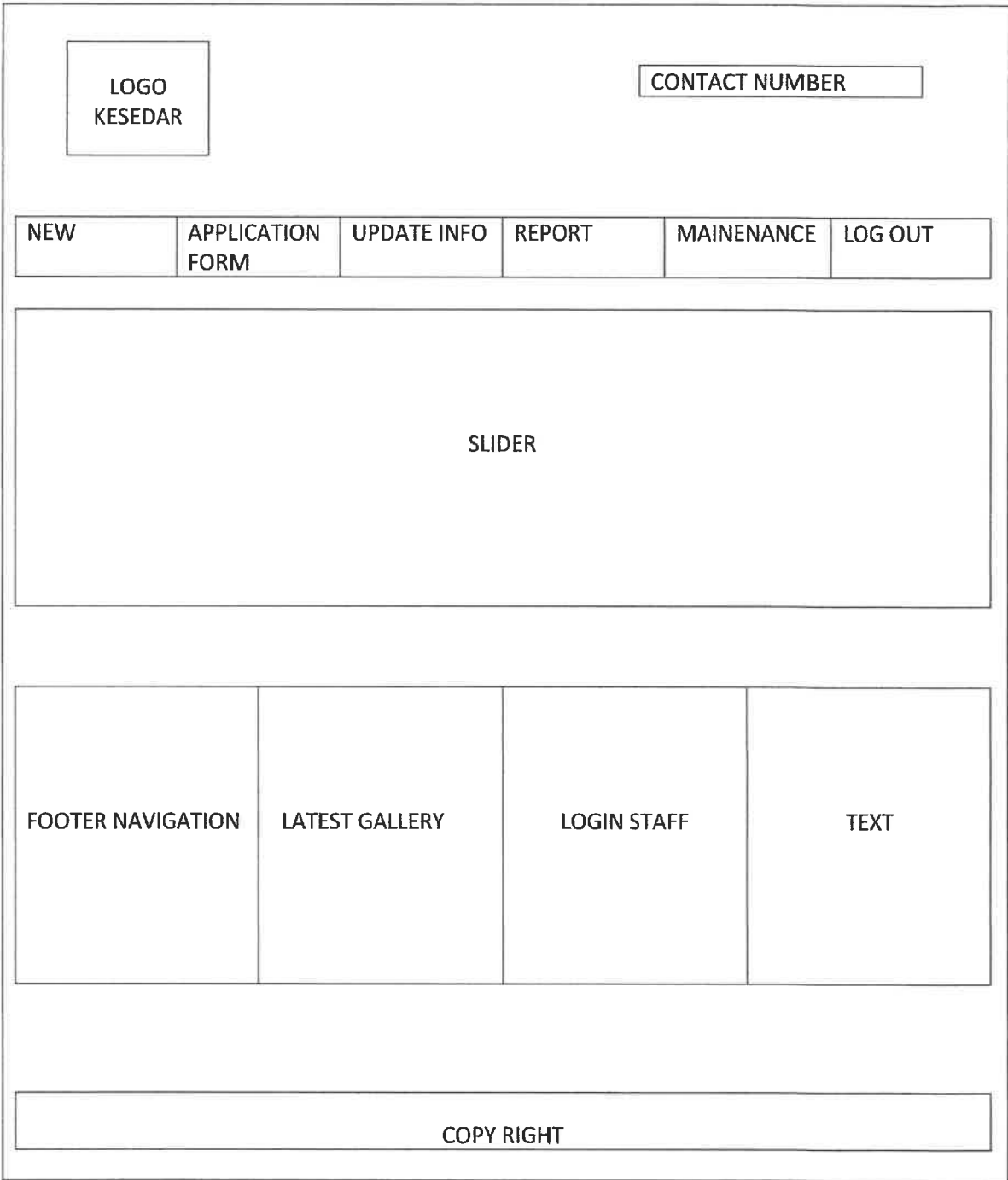


Figure 39: Interface design for admin

LOGO  
KESEDAR

HOMEPAGES	APPLICATION FORM	TERM AND CONDITION	CONTACTT US
-----------	---------------------	-----------------------	----------------

SECTION A: PERSONAL INFOMATION


SECTION B: BUSINESS INFORMATION


SECTION C: LOAN INFORMATION


SECTION D: FOR CONFIRMATION ABOUT MYSELF


SUDMIT BUTTON

COPY RIGHT

Figure 40: Application form for user

LOGO  
KESEDAR

CONTACT NUMBER

NEW	APPLICATION FORM	UPDATE INFO	REPORT	MAINENANCE	LOG OUT
-----	---------------------	-------------	--------	------------	---------

LIST OF APPLICATIONS

TERRITORY	OFFICE OPERATION	NAME	MYKAD	EMAIL

COPY RIGHT

Figure 41: List of application



### 3.7.6 Implementation

The implementation stage is the installation the software to develop system My-usahawan. In the trainee the system that wants to develop starting from create the data in the database based on the categories for instance the data user, application information, and data for admin and also registration data for admin. However, it must create the real interface in the system using the software Adobe Dream View and Xampp server. The coding that want to create to complete the system My-usahawan is very clear and easy to understand. The interface design is below:

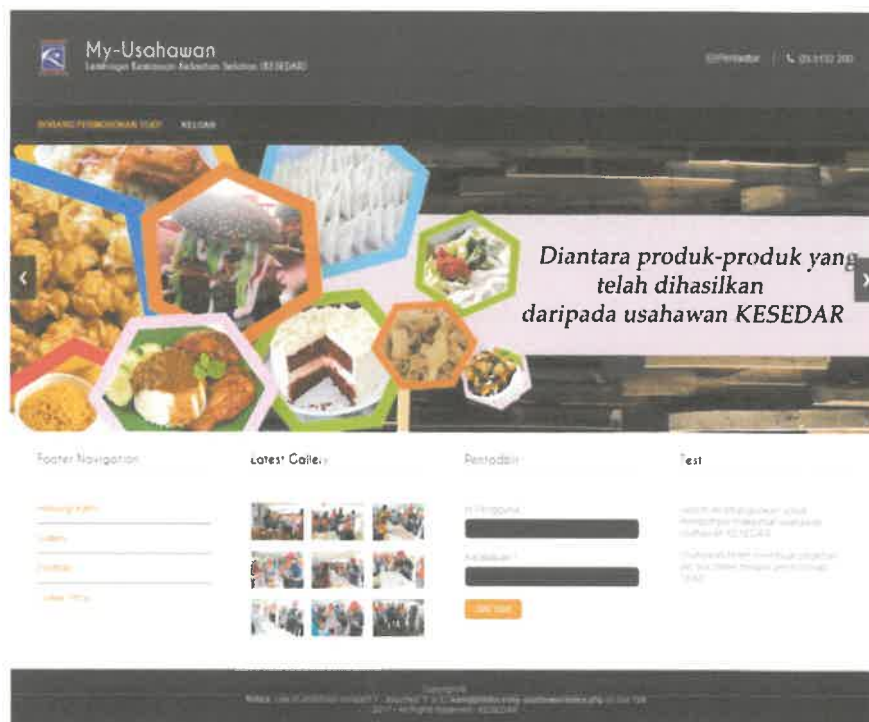


Figure 43: Interface for user

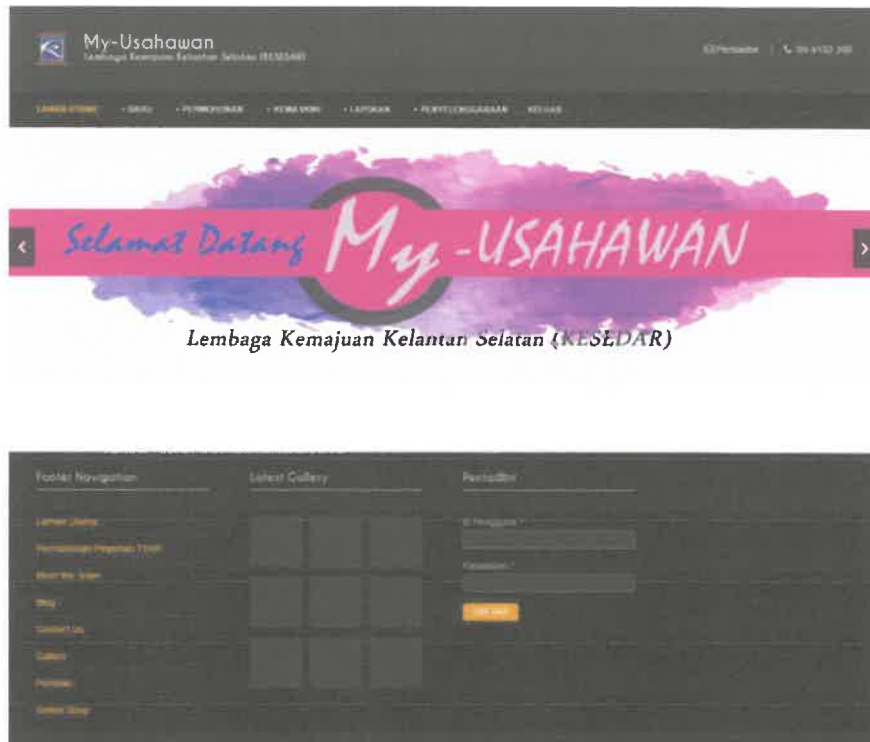


Figure 44: Interface for admin

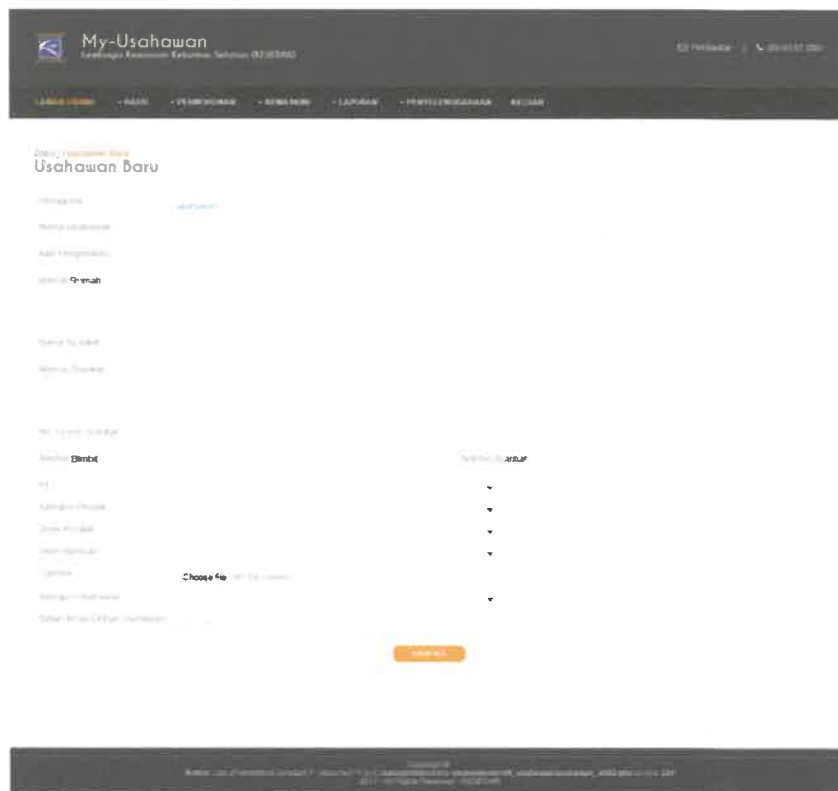


Figure 45: Form for entrepreneur



LEMBAGA KEMAJUAN KELANTAN SELATAN  
PERMOHONAN TAHAP EKONOMI DAN KERAJIKAN PENDUDUK (TEKP)

Di Email: Sahaja  
Tetapan Operasi: Perkhidmatan

**A. BILANGAN PERIBADI**

Nama: [input]  
Nombor: [input]  
Alamat: [input]  
Rujukan: [input]  
Masa: [input]  
Pencipta: [input]  
No. Tel: [input]  
No. Kad Pengalihan: [input]  
Email: [input]  
Operasi: [input]  
Nama: [input]  
No. Tel: [input]

**B. BILANGAN MENGGALANG PERKHIDMATAN**

Nama: [input]  
Masa: [input]  
Cajaya: [input]  
Jumlah: [input]  
Masa: [input]  
Masa: [input]

**C. BILANGAN MENGGALANG PINJAMAN**

Nama: [input]  
Masa: [input]  
Masa: [input]  
Masa: [input]  
Masa: [input]

**D. PERIKHATAN MENGGALANG DIRI SAYA, BUKAN HUBUNGI PI KAMA BERIKUT**

[input]  
[input]  
[input]  
[input]  
[input]  
[input]

**E. PI BAKSIAN PI CAWAI PI TADDE (WILAYAH)**

[input]  
[input]  
[input]  
[input]  
[input]  
[input]

Figure 46: Form of application

SYARAT SYARAT PERMOHONAN

A. SYARAT

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
3. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
4. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
5. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
6. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
7. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
8. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
9. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
10. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

B PERATURAN (PERINGKAT PEMOHON)

PERMOHONAN

1. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
2. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
3. Pemohon adalah pemohon yang berumur 18 tahun ke atas.
4. Pemohon adalah pemohon yang berumur 18 tahun ke atas.

Figure 47: Term and condition

id	pepp_id	Nama Pemohon	Kad Pengenalan	No Telefon	Email
1	1	HAZIM BIN AZIZ	8800111111	011111111	hazim@cares.com
2	2	SITI FATIMAH BINTI ALIAS	8800111111	01478632	fatihah@gmail.com
3	13	SABARAH BINTI MAGAT	93112963441	01452698	SABARAH@yahoo.com
4	10	MUHAMMAD AMAR BIN YUSUF	88053693553	014585632	amar.ami@gmail.com
5	10	MUHAMMAD ARIF BIN FAZ	88053693553	014527418	arif@gmail.com
6	11	SITI SALEHA BINTI SALEH	69052283524	0115502158	saleha@gmail.com

Figure 48: List of the application





Penyelenggaraan > [Pegawai Sah Permohonan](#)  
**Pegawai Sah Permohonan**

Program: [Usahawan](#)

Pegawai:

**Lawat Pegawai Sah** [Sah](#)

Pegawai Sokong

Lawat Pegawai Sokong

**HANTAR**

**Senarai Pegawai Sah Permohonan**

Pegawai Sah	Pegawai Sokong	PTJ	Tindakan
FARISA BT CHE ISMAILIM (PEGAWAI TADIR)	NONI DASHINI DT AWANG TEE (PENJURUS BAHAGIAN EKONOMI DAN PELABURAN PEU)	usahawan	<a href="#">[?]</a> <a href="#">[x]</a>

Figure 50: Form for admin

**Senarai Usahawan**

Lembaga Kemajuan Keusahawanan Selangor

Show 10 entries

Search

pt_id	pejpp_ic	Nama Pemohon	Kod Penghasilan	No Telefon	Email
1	4	NAZ M BIN AZIZ	81000111111	111111111	NAZIM@GMAIL.COM
1	2	SITI FATIMAH BINTI ALIAS	81000111111	0147896321	fatimah@gmail.com
2		SABARIAH BINTI MAWIAT	931129335444	014523698	SABARIAH@yaho.com
3	13	MOHD AJRAN ARIS DIN YL SUF	86000033553	014985632	amaaars@gmail.com
3	13	MOHD SUWAJ BIN FAIZ	86000033553	0168527413	akinsak@gmail.com
3	11	SITI SALEHA BIN SALLEH	86000030524	0125833413	saleha@gmail.com

Showing 1 to 5 of 5 entries

[Print Pemohonan](#) [Previous](#)

Figure 51: List of the application



## CHAPTER 4: CONCLUSION

### 4.1 Application of knowledge, skills and experience

In my trainee at KESEDAR has applied many skills during the internship program in this company. Gained a good skill can be help to increase the expertise our trainee into the professional work environment and it is can be useful to our future training. Besides that, by the trainee it can obtain new knowledge for me to apply to work environment in the future but the study is very different and mostly not get time study in University. For example is the knowledge about the develop system into coding that their use and their teach how to make the instruction in coding where to develop system. Develop and maintain the system is part of the importance in department

#### 4.1.1 System Development

The trainee at KESEDAR organization it will be to developing the system My-usahawan . Even the trainee uses the knowledge and experience when studying at university in the subject (IMS655) 'Information System Analysis for Information Professional II' in developing the system. Actually in the trainee do not have many skills to developing system in the large-scale experience but the trainee also give the new knowledge during developing system. By the trainee it can be learn many information about the developing system for instance in the in use the coding, software to developing system and it is to be applied to developing the system. In addition during the trainee as well had to explore more about the software by referring to other sources' such as like xampp server to developing system until finish. Xampp server is very friendly software to developing system.

#### **4.1.2 Speaking Skills**

Speaking skill technique was learn in university by the subject BEL it is very help in the trainee to speak in English when to communicate with the other staff from other organization. This is because the organization has much cooperation in outside company. The trainee needs to speak in English when answer the call from the outside worker and the speaking skill very difficult but it become more confident to speak in English with the others worker

Table 2: Application of Knowledge, skills and experience

<b>BIL</b>	<b>PROJECT/ ACTIVITIES</b>	<b>KNOWLEDGE</b>	<b>SKILL</b>	<b>EXPERIENCE</b>	<b>RELATED COURSE</b>
1	Manage record	Know how to manage record	Handling the record	Know how to handle the record in real situation	Classification And Filing System (IMR504)
2	Electronic publishing/ design <ul style="list-style-type: none"> <li>• Design banner</li> <li>• Design cover file</li> <li>• Design button</li> <li>• Pamphlet Design</li> <li>• Preparation booth for innovation competition</li> </ul>	Know new knowledge from the staff	<ul style="list-style-type: none"> <li>• Computer skill</li> <li>• Adobe Photoshop skill</li> </ul>	<ul style="list-style-type: none"> <li>• Create new design for banner, bunting and others.</li> <li>• Know the new skill to create design.</li> </ul>	Electronic Publishing (IMD 258)
3	Developing system	Know how to develop the system	Computer skill	<ul style="list-style-type: none"> <li>• Expose to using the Xampp server and Adobe Dream Viewer.</li> </ul>	IMS607 Advanced Web Design and Content Management

4	Communication	Know how to communicate properly	Apply to communicate properly	<ul style="list-style-type: none"> <li>Learn how to communicate with the top management</li> </ul>	IMD 151 Human Communication in Information Agencies
5	Develop database	Know how to create database	Computer skill	<ul style="list-style-type: none"> <li>Learn how to create database</li> <li>Learn how to joint database</li> </ul>	Database Application For Information Management (IMSS506)

## 4.2 Personal thoughts and opinion

In my opinion from the trainee feels at KESEDAR is this organization has the best of the support many community under their coverage and give many benefit and opportunity to their community for example is the entrepreneur get the loan to expand their business and more success to rural entrepreneur and also the entrepreneur get the free equipment for the new entrepreneur to start their business. This organization has much program community to help the cooperation within staff and community at villages.

In this organization by the information technology department is the staff very professional work in organization and their staff also gives fully commitment in their work. The staff also has a good background study and their give fully cooperation to me to complete the special project until end. However, the head of the department is very friendly and humble person to manage their staff as a professional work and easy to communicate each other in the office at the sometime and all staff in information department is very friendly person and their give me many experience about the work environment and the cooperation that must have in myself to work in the future.

Besides that, in information technology department give the best service of the student internship. Their service that has provided is the all equipment for example computer, table and others. The place that have provide to student internship is suitable for student to help the environment work. This organization also teach many thing about the work as an employee in the future and the staff also share their knowledge about the work and give the tips in develop system.



### **4.3 Lesson learnt**

#### **4.3.1 Communication**

By the trainee use more proper communication to communicate to others staff and to communicate with the higher officer staff. From that, the trainee has to be careful in communicate with staff in work time. In addition, the trainee also use the element of communication for instance sender, receive, decode, and feedback. Sender is an individual group, or organization initiates the communication and receiver is the trainee receives the message from the staff. Thus, decode is the process where the message is interpreted by the receiver and for the feedback is communication process that allow the speaker to monitor the process.

#### **4.3.2 Respect each other**

The trainees learn how to respect the teammates and also to hear instructions with better way. This is the result of a relationship between the trainee with other staff and superiors. The trainee understands that respecting each other will give many advantages to all parties involved and it will generate a positive development among staff and always give cooperation into work time.

#### **4.3.3 Teamwork in the organization**

During the trainee at the Southern Kelantan Development Board (KESEDAR) many knowledge that have learn from the industrial training from five (5) month. In the teamwork at the trainee that have very valuable to appreciate from the staff in the information technology department at KESEDAR. Furthermore, the trainee involved in the teamwork from the staff to developing the system and staff in information system gives much cooperation to help the trainee to complete. In the trainee have learn to work together in the better ways and get the new information.

### **4.1.3 Self-Confidence**

During the trainee it can be increase our self-confident to speak on the front of the people in the department. Thus, the trainee that to communicate in the top management is confident and speaks properly. Besides that, in the department gives much knowledge like sharing information with the practical student to like more confident to work in future. It is helpful for the trainee to have the confident in their live to interact with the people in work environment and other people.

### **4.1.4 Problem solving**

During the trainee are involve many activities to handle and to solve the problem. The trainee also teaches how to solve the problem effectively. For example the record is not arrange and have to solve the problem with the rearrange the record cabinet too easy to find the record and make the tanging to make easy to searching the record in the cabinet by follow the alphabetical order. From this problem, the trainee learns how to solve the problem by referring to the supervisor organization and staff in the department.

## **4.4 Limitations and Recommendations**

### **4.4.1 Lack of expert staff in multimedia skill**

In the information technology department at KESEDAR this organization lack of staff in the multimedia skill. The situation is the design banner that must create for upcoming event it is pass to the trainee because they do not have the expert staff in the information technology department.

### **4.4.2 Programs**

In the trainee at the KESEDAR in information technology department is less of the program to the trainee student for example the trainee from the information technology system study they only give one task only for the training for example develop new system . However the trainee do not invited to participate in the program of community or maintenance and others activities.

#### **4.4.1.4 Lack of Communication**

In the trainee the staff at the information technology department is lack of the communication skill with the other staff because the only focus on their job for example focus on the computer only and focus to the system development only but when the trainee ask the question the staff is silent only do not answer the question from the trainee. Besides that, the staff only communicate when necessary and when they do not have the job but it a little bit conversation. However, the relationship has still in good condition and two-way communication still exist between the staff and the trainee.

## **4.5 Recommendation**

### **4.5.1 Give the training of the staff in multimedia skill**

In the trainee want to propose the staff in the information department at KESEDAR give more training about the multimedia skill to improve the skill to involve in multimedia skill because the staff less of the skill in multimedia. The training program that wants to suggest is to make the program master in Adobe Photoshop, Microsoft Publisher and other software in multimedia skill to improve their multimedia skill and activities.

### **4.5.2 Communication**

During the trainee want to recommend that the information technology department staff need more involve in communication skill with the staff and other staff in their department to get the new relationship with the staff by time to time in work environment. In addition, because based on the opinion from the trainee there are some staff in the information technology department do not close with the others staff and also not friendly among them.

## **References**

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Hasri Rifdi Mamat @ Hamzah. (August 4, 2016). Personal interview.

Lembaga Kemajuan Kelantan Selatan (Kesedar). (2016). Retrieved 21, August, 2016, from [www.kesedar.gov.com.my](http://www.kesedar.gov.com.my)

Noriza Che Soh. (December 16, 2016). Personal interview.

# APPENDICES

# KERAJAAN MALAYSIA

B No.

NAMA: AMI AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: OGOS

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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PNMB.TR

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No.

NAMA: AMI AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: OGOS

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. NAMA: AMI AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: SEPTEMBER 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No. NAMA: AMI AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: SEPTEMBER 2016

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cuti  
Hari Raya  
Korban

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.



# KERAJAAN MALAYSIA

B No. NAMA: AMI AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: OKTOBER 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
16						
17						
18					AS-SYURA	
19					cuti jumaat	
20					persekitaran	
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23					me	
24					EMC program	
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30					perin Deepak	
31					MG	

PNMB.TR

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No. NAMA: AMI AIDA BT OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: OKTOBER 2016

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## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. NAMA: Ami AIDA BINTI OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: November 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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PNMB.TR

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No. NAMA: Ami AIDA OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: November 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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13					atau keputeraan	
14					Sultan keputeraan	
15						

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

B No. NAMA: AMI AIDA OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: Disember 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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PNMB.TR.

## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# KERAJAAN MALAYSIA

A No. NAMA: AMI AIDA OMAR

BAHAGIAN: TEKNOLOGI MAKLUMAT

BULAN: Disember 2016

TARIKH	MASUK	KELUAR	MASUK	KELUAR	KENYATAAN	T/T KETUA
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## AMARAN

Sebarang pekerja yang menolong stemkan kad seseorang pekerja lain akan dikenakan tindakan tatatertib ke atasnya.

# PERMOHONAN CUTI REHAT

Kepada : PENGURUS BAHAGIAN TEKNOLOGI MAKLUMAT  
*Ketua Bahagian / Unit*

Saya memohon kebenaran cuti rehat selama 2 hari mulai daripada 4/9/2016  
hingga 5/9/2016

**CATATAN:**  
**Urusan Peribadi**

Tandatangan Pemohon \_\_\_\_\_

Nama Penuh AMI AIDA BT OMAR  
(Huruf Besar)

Jawatan PRAKTIKAL

Tarikh 30/8/2016

Kepada : PEGAWAI TEKNOLOGI MAKLUMAT  
*Pegawai yang Meluluskan Cuti*

Permohonan cuti di atas \* disokong/tidak disokong

Tarikh : \_\_\_\_\_

WAN NAZRI B. WAN OMAR  
Pegawai Teknologi Maklumat  
Bahagian Teknologi Maklumat  
Lembaga Kemajuan Kelantan Selatan  
Tandatangan Ketua Bahagian/Unit

Permohonan cuti di atas \* dilulus/tidak disokong

Tarikh : 30/8/16

HASRI RIFDI B. MAMAT @ HAMZA  
Pegawai Teknologi Maklumat  
Bahagian Teknologi Maklumat  
Lembaga Kemajuan Kelantan Selatan  
Tandatangan Pegawai yang Meluluskan Cuti

## UNTUK KEGUNAAN PEJABAT

Baki cuti pemohon berjumlah \_\_\_\_\_ hari. (Hendaklah diisi dan ditandatangani ringkas sebelum borang diserahkan kepada pemohon).

Pemohon telah diberitahu dan cuti telah direkod. (Tindakan ini hendaklah diambil setelah cuti diluluskan).

Nota: \* Potong mana yang tidak berkenaan  
\*\* Keterangan mengenai cuti yang diambil

b.p. Pegawai Pentadbiran

Kepada AMI AIDA BT OMAR  
(Nama Pemohon)

Permohonan cuti pihak tuan/puan telah diluluskan selama 2 hari dari 4/9/2016 hingga 5/9/2016

Baki cuti rehat \_\_\_\_\_ Hari.

Sekian, dimaklumkan. Terimakasih.

b.p Pegawai Pentadbiran

**LEMBAGA KEMAJUAN KELANTAN SELATAN  
(KESEDAR)**

**MEMO**

**Unit Audit Dalam**



Kepada : Sepertimana senarai	S.K. : PB TPB ( O ) TPB ( D )
No. Fail : LKKS(AD) : 247/1 KT.5 (26)	Tarikh : 15 Ogos 2016

السلام عليكم ورحمة الله وبركاته

**MAJLIS SAMBUTAN AMBANG MERDEKA**

Adalah dengan segala hormatnya merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa keputusan mesyuarat Ambang Merdeka Tahun 2016 Kali Ke 2 memutuskan agar Jawatankuasa Sambutan/Protokol melantik 59 orang kakitangan wanita sebagai pemegang bunga manggar semasa majlis di atas.

3. Sehubungan dengan itu puan dilantik sebagai pemegang bunga manggar di majlis di atas pada 30 Ogos 2016 (Selasa) jam 8.30 malam di Dataran KESEDAR dengan tema pakaian Baju Kurung Merah dan Tudung Merah.

4. Kerjasama tuan untuk hadir adalah amat dihargai dan diucapkan sebanyak-banyak terima kasih.

Sekian.

**(AZLINA BINTI GHAZALI)**  
KO



No. Siri :

**LEMBAGA KEMAJUAN KELANTAN SELATAN**  
**BORANG PERMOHONAN PINJAMAN SKIM BANTUAN EKONOMI**  
**DAN KEBAJIKAN PENDUDUK KESEDAR (SBEKPK)**

WILAYAH

PEJABAT OPERASI

NO.RUJUKAN  (untuk kegunaan pejabat)

**KETERANGAN PERIBADI**

NAMA

JANTINA  L Lelaki  P Perempuan

ALAMAT TETAP (RUMAH)  POSKOD

ALAMAT PERNIAGAAN  POSKOD

NO. TELEFON (rumah)

(perniagaan)

NO. KAD PENGENALAN BARU

NO. KAD PENGENALAN LAMA

TARIKH LAHIR  (hari)  (bulan)  (tahun)

TARIKH PERKAHWINAN  1 Bujang  2 Berkahwin  3 Duda/Janda

NAMA SUAMI/STERI

NO. KAD PENGENALAN BARU

NO. KAD PENGENALAN LAMA

PEKERJAAN

ALAMAT AJIKAN  POSKOD

NO. TELEFON (ajikan)

G  
A  
M  
B  
A  
R

Dokumen yang disertakan

1. Gambar Permohon
2. Salinan K/P Pemohon
3. Salinan lesen/Permit

UNTUK  
KEGUNAAN  
PEJABAT

**TUK PENGESAHAN MENGENAI DIRI SAYA, BOLEH HUBUNGI PENAMA BERIKUT**

NAMA 


ALAMAT MAJIKAN 

																POSKOD			

NO TELEFON 

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NAMA 


ALAMAT MAJIKAN 

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NO TELEFON 

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**RAKUAN PEGAWAI PELAPOR (PEJABAT UNIT OPERASI)**

Tarikh lawatan Projek

Bengkel/Ladang Ada  Tiada  Keluasan : \_\_\_\_\_ Meter/Perségi

Pendawaian 1 Fasa  3 Fasa

Ulasan Pegawai Pelapor

.....  
.....  
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.....

dan **DISOKONG/TIDAK DISOKONG** (Oleh Pengurus Wilayah Berkenaan)

.....  
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.....  
.....

**SURAT PENGESAHAN DARI MAJIKAN PENJAMIN  
TELAH DISAHKAN DALAM JAWATAN & BEBAS DARI TINDAKAN TATATERTIB**

Pengurus  
Bahagian Ekonomi dan Pelaburan  
Ibu Pejabat KESEDAR  
18300 Gua Musang  
Kelantan

Tuan,  
**PENGESAHAN OLEH KETUA JABATAN MENGENAI KAKITANGAN**

Perkara diatas adalah dirujuk.

Adalah dimaklumkan penama berikut adalah seorang kakitangan dibawah pengawasan saya :-

Nama Kakitangan : .....

Jawatan : .....

No.Kakitangan : .....

Gaji sebulan : .....

Dengan ini saya mengesahkan adalah bahawa beliau adalah :-

1. Seorang kakitangan yang disahkan jawatan
2. Seorang kakitangan yang bebas dari tindakan tatatertib

Sekian terima kasih

.....

Nama : .....

Op Jabatan : .....

alamat : .....

tarikh : .....





**KLINIK KESIHATAN JERAM TEKOH**  
 18300 Gua Musang Kelantan  
 No Tel : 099126308



**PENGESAHAN RAWATAN / CUTI SAKIT**

dalam disahkan Ami AIDA BT OMAR  
 No kad pengenalan 93129-03-5622 telah mendapat rawatan pada  
23/10/16 Jam 9.00 Hingga 1.00 (Pagi / Petang)  
 beliau telah diberi cuti sakit pada 23/10/16 hingga 24/10/16  
 selama DUA ( 2 ) Hari. 23/10/16

Bahagian Teknologi Maklumat  
 (Bureau of Information Technology)

bandatangan & Cop Rawatan  
 Penyakit: Tension type Headache

**KLINIK MAHMOOD**

Lot 2010 Bandar Baru,  
 18300 Gua Musang, Kelantan.  
 Tel: 09-912 1177 Fax: 09-912 1477

No.: 31734

**SURAT KENYATAAN DOKTOR**

Saya mengesahkan bahawa AMI AIDA BT OMAR  
 I here by certify that

dari KESEKUTUPAN No. Rujukan 93129035622  
 of Ref No.  
 tidak layak ber... im masa  
 will be Dist A his / her duties for  
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 (ONE) hari  
 (31 OCT 2016) days 1

KLINIK  
 LOT 2010  
 18300

Haribulan: 31/10/16  
 Date

DR. MAHMOOD MAMAT  
 (L.D. 09-9121177)

HASF ZAH  
 Bahagian Teknologi Maklumat  
 Lembaga Kemajuan Kelantan Selatan

TEKP

**SYARAT/PERATURAN PINJAMAN WANG  
TABONG KEBAJIKAN DAN EKONOMI PENEROKA KESEDAR**

**A. SYARAT****1. Peminjam**

- 1.1 Peneroka/penduduk Kelantan Selatan yang tinggal tetap dalam sesebuah RKT/Kampung.
- 1.2 Koperasi Peneroka RKT/Kampung
- 1.3 Bantuan modal Usahawan Bumiputra Kelantan Selatan

**2. Tujuan Pinjaman**

- 2.1 Membiayai sebahagian modal pusingan untuk perusahaan, perniagaan dan projek yang berasaskan pertanian (termasuk ternakan).
- 2.2 Membiayai sebahagian modal pusingan bagi projek-projek yang dijalankan oleh Koperasi Peneroka RKT/Kampung.
- 2.3 Membiayai sebahagian modal pusingan bagi projek- projek yang dijalankan oleh usahawan muda Bumiputra Kelantan Selatan.
- 2.4 Keutamaan akan diberi kepada mereka yang sedang menjalankan sesuatu perusahaan, perniagaan atau projek pertanian.

**3. Pembiayaan**

- 3.1 Tertakluk kepada yang mana lebih rendah, jumlah pinjaman akan dihadkan kepada 70% dari kos projek atau ~~RM 3,000.00~~ <sup>R Maksimum RM 5,000.00</sup> hingga RM 5,000.00 untuk individu dan Usahawan Muda Bumiputra, RM 20,000.00 untuk kumpulan dan RM 30,000.00 untuk Koperasi. 30% dari kos projek akan ditanggung oleh peminjam.

**4. Bayaran Balik Pinjaman/Pembiayaan**

- 4.1 Pinjaman akan dikenakan bayaran perkhidmatan sebanyak 4% setahun dikirakan atas baki bulanan ' Grace Period' 1 bulan dan tempoh bayar balik bergantung kepada projek dengan menggunakan prinsip Al-Bai' Bithaman ' Ajil.

## 5. Kertas Kerja Projek

- 5.1 Pemohon hendaklah mengemukakan satu kertas kerja bersama-sama dengan borang permohonan. (Butir-butir yang perlu dimasukkan dalam kertas kerja projek adalah seperti Lampiran I.)

## 6. Kelulusan Tapak Projek

Pemohon hendaklah mendapatkan kelulusan tapak projek yang hendak dijalankan daripada Pengurus Pejabat Operasi dan hendaklah dihantar bersama-sama dengan borang permohonan.

## 7. Syarat-Syarat Penjamin

- 7.1 Penjamin hendaklah terdiri daripada orang (peseorangan) yang berkhidmat dimana-mana jabatan/badan berkanun dengan mengemukakan bersama 2 salinan slip gaji yang telah disahkan bersama surat pegesahan jawatan oleh majikan.
- 7.2 Bilangan penjamin ada kaitan dengan jumlah pinjaman pemohon adalah seperti berikut :-

RM 5,000.00 kebawah	1 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.
RM5,000.00 hingga RM10,000.00	2 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.
RM10,000.00 keatas	3 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.

- 7.3 Penjawat KESEDAR tidak dibenarkan menjamin sebarang permohonan bagi membiayai projek dibawah Tabong Ekonomi dan Kebajikan Peneroka (TEKP).

## 8. Lain-Lain Syarat

- 8.1 Pemohon hendaklah mengemukakan salinan lesen atau sijil pendaftaran yang bersangkutan dengan sesuatu permohonan/perniagaan/projek yang dijalankan.

- 8.2 Penyata kewangan hendaklah disediakan dan dihantar apabila diperlu oleh Jawatankuasa Tabong.
- 8.3 Selepas sebulan wang pinjaman dikeluarkan kepada peminjam, sedangkan projek belum lagi dilaksanakan tanpa sebab maka tindakan menarik balik wang pinjaman tersebut akan dilakukan.
- 8.4 Lain-lain syarat yang perlu ditetapkan atau dipinda oleh Jawatankuasa dari masa kesemasa.

## **B. PERATURAN (PERINGKAT PEMOHON)**

### **1. Borang permohonan**

- 1.1 Borang permohonan boleh didapati dari Bahagian Pembangunan Sosial dan Ekonomi Ibu Pejabat / Pejabat Wilayah.
- 1.2 Borang-borang yang sempurna diisi hendaklah disahkan oleh Pengurus Operasi dan dihantar kepada Bahagian Pembangunan Sosial dan Ekonomi melalui Pengurus Wilayah yang berkaitan bersama-sama kertas kerja dan lain-lain dokumen untuk tindakan selanjutnya.
- 1.3 Borang-borang permohonan dari koperasi hendaklah dihantar terus kepada Bahagian Pembangunan Sosial dan Ekonomi Ibu Pejabat.

TEKP

**SYARAT/PERATURAN PINJAMAN WANG  
TABONG KEBAJIKAN DAN EKONOMI PENEROKA KESEDAR**

**A. SYARAT****1. Peminjam**

- 1.1 Peneroka/penduduk Kelantan Selatan yang tinggal tetap dalam sesebuah RKT/Kampung.
- 1.2 Koperasi Peneroka RKT/Kampung
- 1.3 Bantuan modal Usahawan Bumiputra Kelantan Selatan

**2. Tujuan Pinjaman**

- 2.1 Membiayai sebahagian modal pusingan untuk perusahaan, perniagaan dan projek yang berasaskan pertanian (termasuk ternakan).
- 2.2 Membiayai sebahagian modal pusingan bagi projek-projek yang dijalankan oleh Koperasi Peneroka RKT/Kampung.
- 2.3 Membiayai sebahagian modal pusingan bagi projek- projek yang dijalankan oleh usahawan muda Bumiputra Kelantan Selatan.
- 2.4 Keutamaan akan diberi kepada mereka yang sedang menjalankan sesuatu perusahaan, perniagaan atau projek pertanian.

**3. Pembiayaan**

- Maximum RM 5,000.00*
- 3.1 Tertakluk kepada yang mana lebih rendah, jumlah pinjaman akan dihadkan kepada 70% dari kos projek atau RM 3,000.00 hingga RM 5,000.00 untuk individu dan Usahawan Muda Bumiputra, RM 20,000.00 untuk kumpulan dan RM 30,000.00 untuk Koperasi. 30% dari kos projek akan ditanggung oleh peminjam.

**4. Bayaran Balik Pinjaman/Pembiayaan**

- 4.1 Pinjaman akan dikenakan bayaran perkhidmatan sebanyak 4% setahun dikirakan atas baki bulanan 'Grace Period' 1 bulan dan tempoh bayar balik bergantung kepada projek dengan menggunakan prinsip Al-Bai' Bithaman ' Ajil.

## 5. Kertas Kerja Projek

- 5.1 Pemohon hendaklah mengemukakan satu kertas kerja bersama-sama dengan borang permohonan. (Butir-butir yang perlu dimasukkan dalam kertas kerja projek adalah seperti Lampiran I.)

## 6. Kelulusan Tapak Projek

Pemohon hendaklah mendapatkan kelulusan tapak projek yang hendak dijalankan daripada Pengurus Pejabat Operasi dan hendaklah dihantar bersama-sama dengan borang permohonan.

## 7. Syarat-Syarat Penjamin

- 7.1 Penjamin hendaklah terdiri daripada orang (peseorangan) yang berkhidmat dimana-mana jabatan/badan berkanun dengan mengemukakan bersama 2 salinan slip gaji yang telah disahkan bersama surat pegesahan jawatan oleh majikan.
- 7.2 Bilangan penjamin ada kaitan dengan jumlah pinjaman pemohon adalah seperti berikut :-

RM 5,000.00 kebawah	1 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.
RM5,000.00 hingga RM10,000.00	2 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.
RM10,000.00 keatas	3 orang penjamin yang bergaji tetap minima RM1,000.00 keatas atau cagaran.

- 7.3 Penjawat KESEDAR tidak dibenarkan menjamin sebarang permohonan bagi membiayai projek dibawah Tabong Ekonomi dan Kebajikan Peneroka (TEKP).

## 8. Lain-Lain Syarat

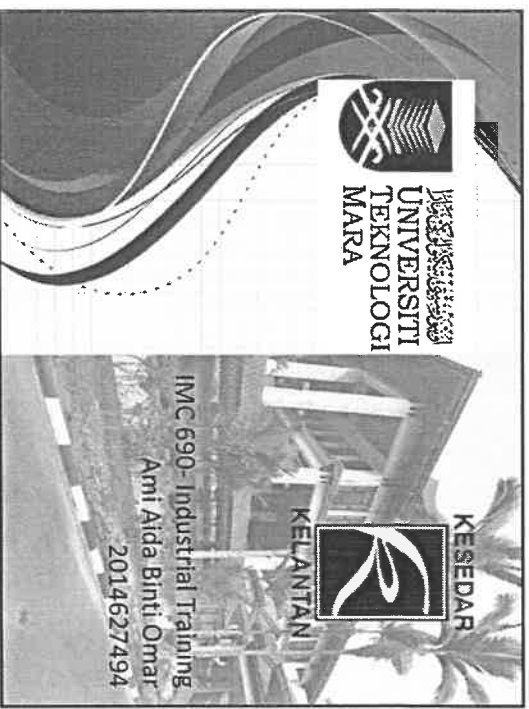
- 8.1 Pemohon hendaklah mengemukakan salinan lesen atau sijil pendaftaran yang bersangkutan dengan sesuatu permohonan/perniagaan/projek yang dijalankan.

- 8.2 Penyata kewangan hendaklah disediakan dan dihantar apabila diperlu oleh Jawatankuasa Tabong.
- 8.3 Selepas sebulan wang pinjaman dikeluarkan kepada peminjam, sedangkan projek belum lagi dilaksanakan tanpa sebab maka tindakan menarik balik wang pinjaman tersebut akan dilakukan.
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## **B. PERATURAN (PERINGKAT PEMOHON)**

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- 1.3 Borang-borang permohonan dari koperasi hendaklah dihantar terus kepada Bahagian Pembangunan Sosial dan Ekonomi Ibu Pejabat.



### OVERVIEW

- Introduction Organization
- Training Activities
- Special Project
- Lesson Learn
- Limitation & recommendation
- Conclusion

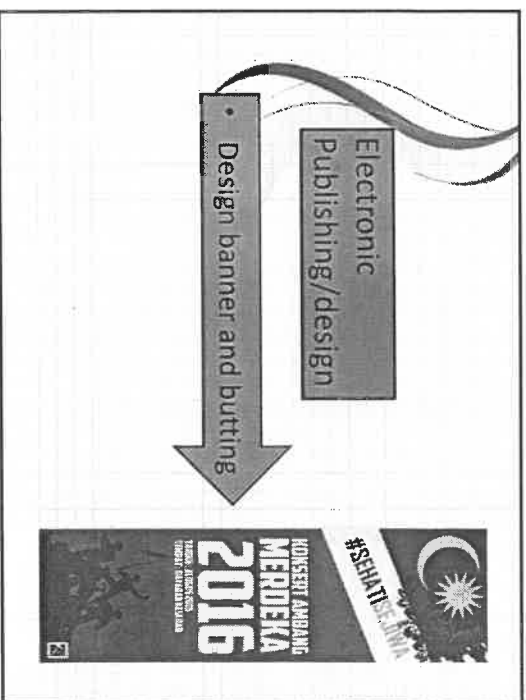
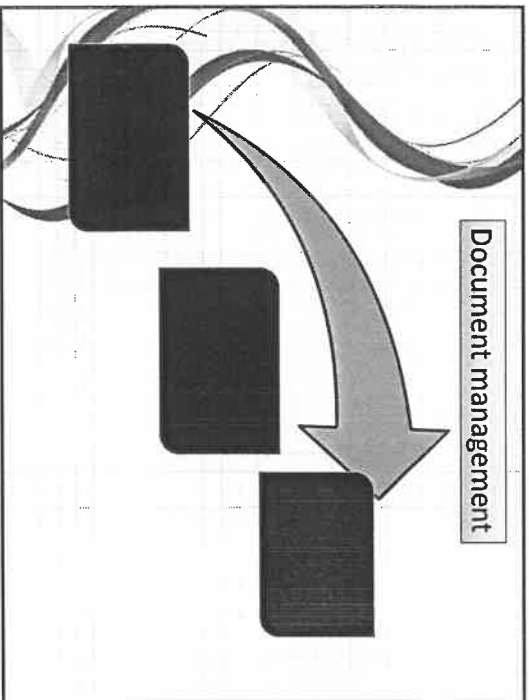
### Organization background

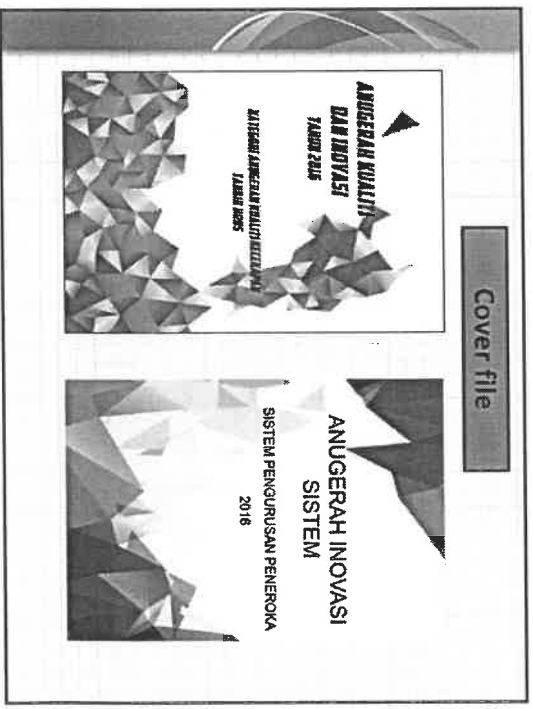
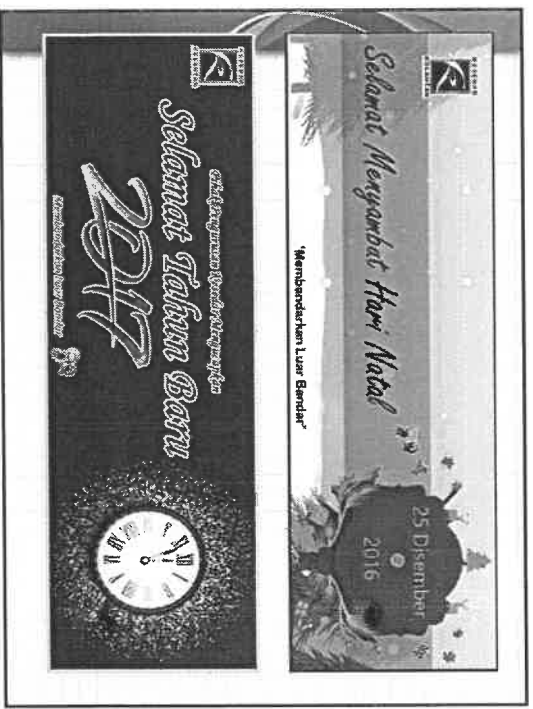
Organization Name	: The Southern Kelantan Development Board (KESEDAR)
Establishment Year	: 1978
Establishment	: KESEDAR was established to balance the composition of the residents in Southern Kelantan with the northern part of the state, eradicate poverty, and restructure the community.
Supervisor organization	: En. Hasri Ridi Bin Mamat @ Hamzah
Position	: Information Technology Division Manager (F 44)

### Activities

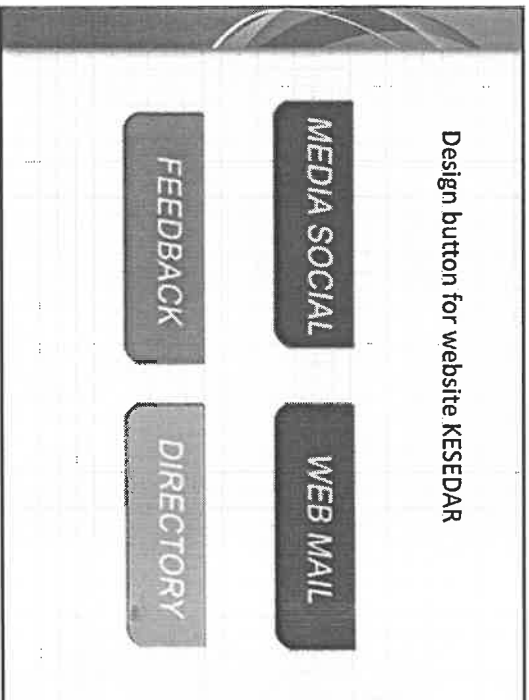
1. Manage record
2. Electronic publishing/design
  - Design banner
  - Design cover file
  - Design button
  - Pamphlet design
  - Edit picture
3. Preparation booth for innovation programs



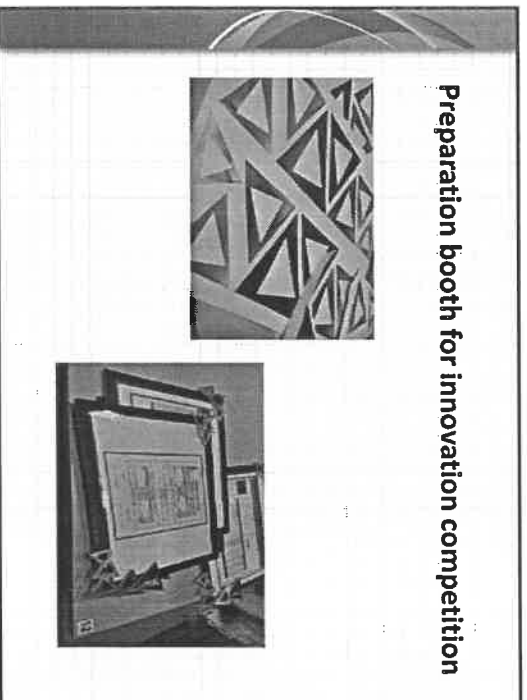




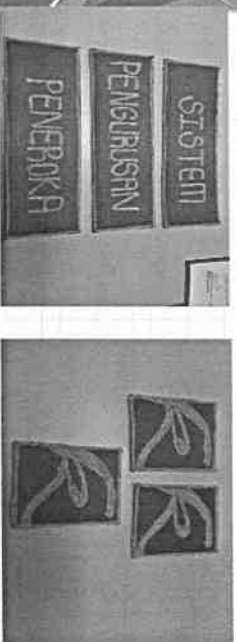
Design button for website KESEDAR

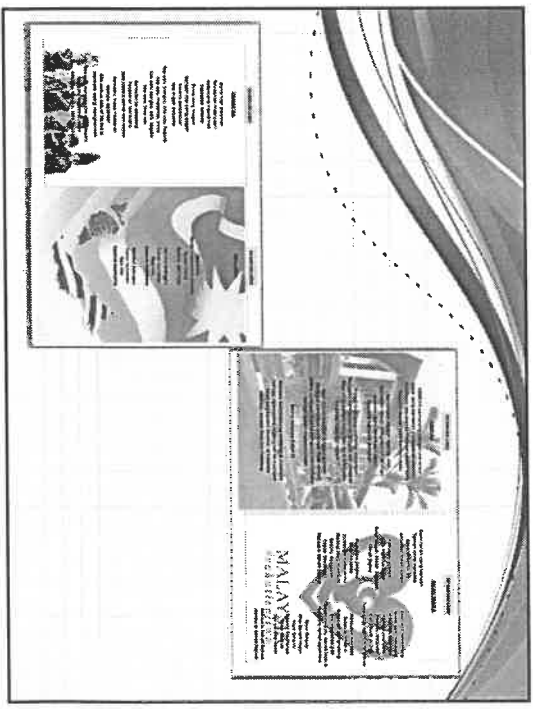
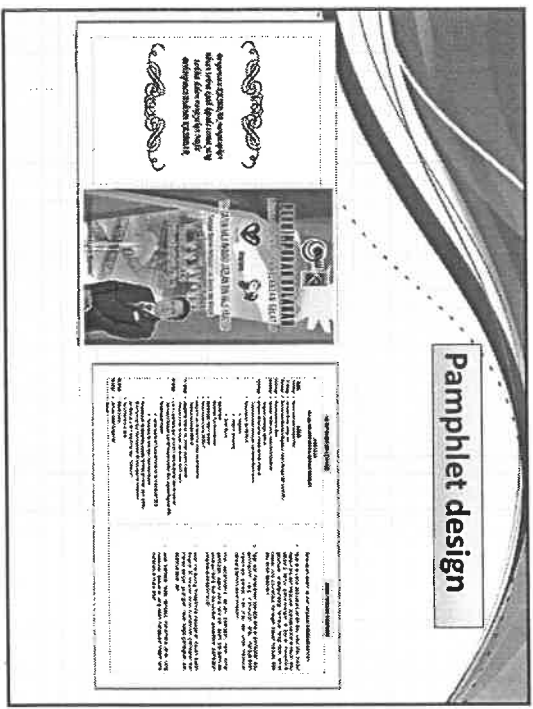


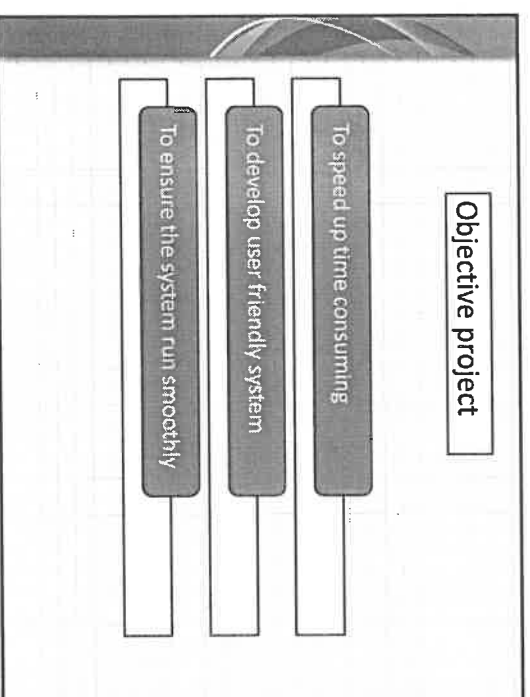
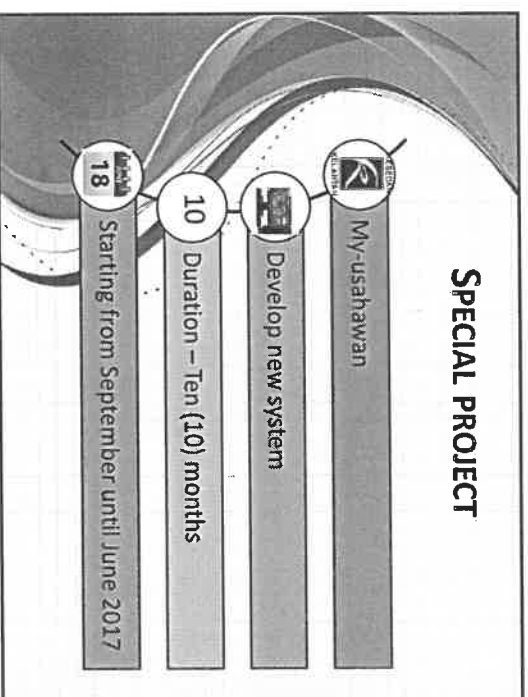
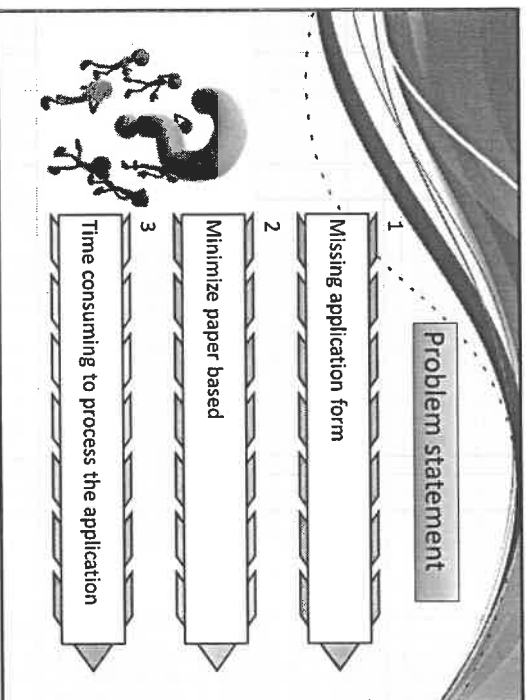
Preparation booth for innovation competition

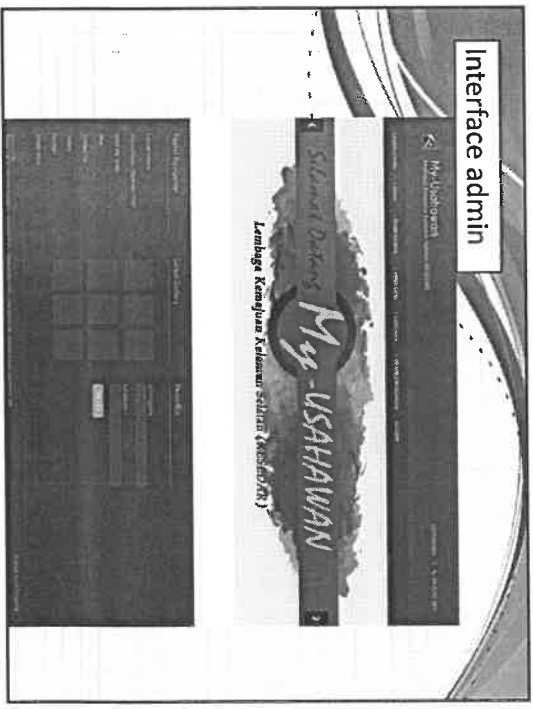
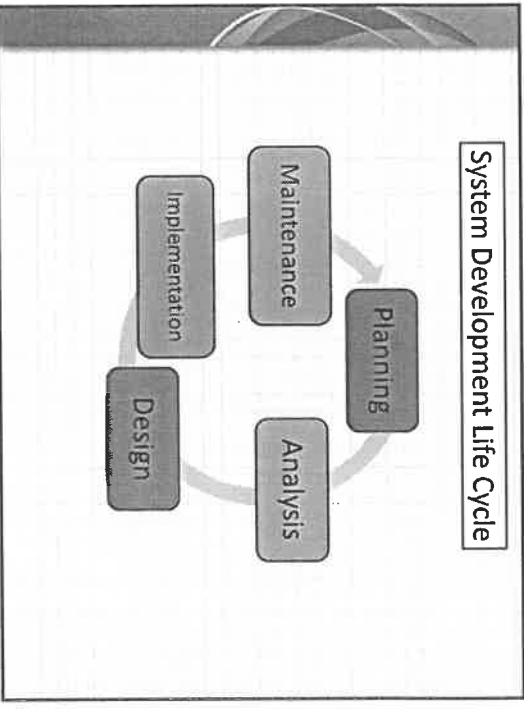
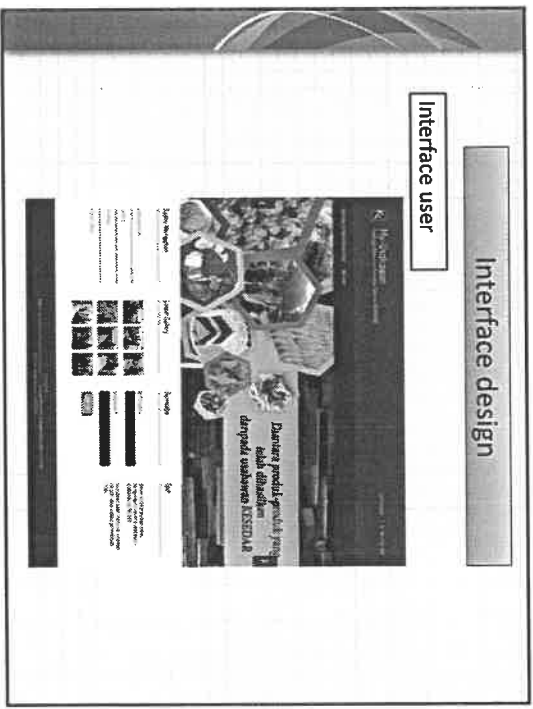
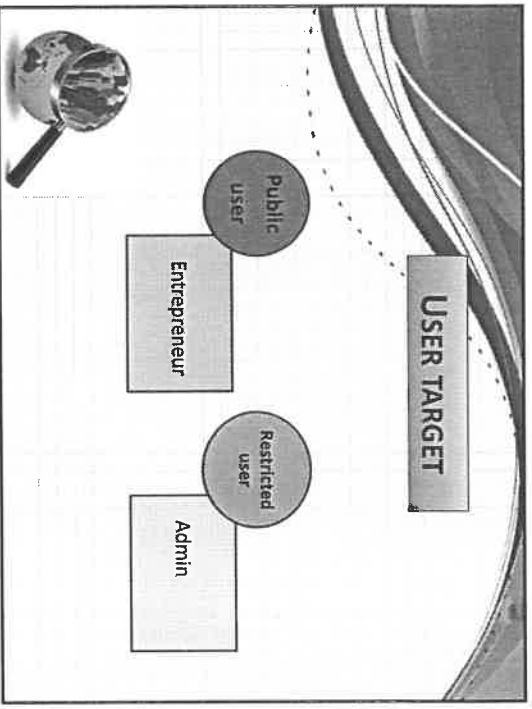


The button that have use in the website KESEDAR









Application form and term and condition

Generate Report

Application of knowledge, skill and experience

NO	TASK	KNOWLEDGE	SKILL	RELATED COURSE
1	System development	Learn how to develop system using the xampp server	Computer skill teamwork	Information System Analysis For Information Professional II (IMSS55)
2	Document management	Know how to manage the document	Handling the record	Classification And Filing System (IMRS04)
3	Expose in multimedia activities	Learn new experience	Computer skill	Electronic Publishing (md 258)
4	Develop database	Know hoe to create database	Computer skill	Database Application For Information Management (IMSS06)

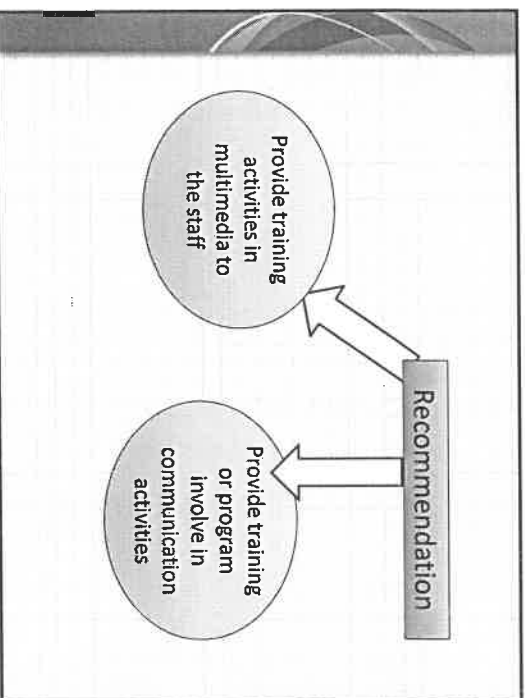

LESSON LEARN

- Communication
- Respect each other
- Teamwork in the organization
- Self-Confidence

LESSONS LEARNED

**Limitation and recommendation**

- Lack of interaction among staff
- Lack of staff in multimedia skill



**CONCLUSION**

- Get new knowledge from the trainee
- Improve communication skill

**THANK YOU**

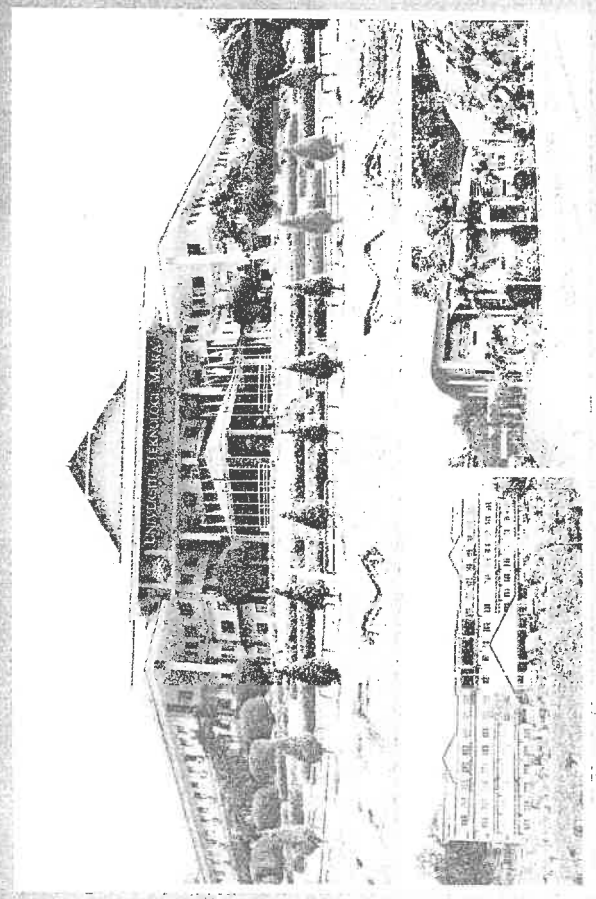


# LOGBOOK



UNIVERSITI  
TEKNOLOGI  
MARA

# UNIVERSITI TEKNOLOGI MARA (KELANTAN)



# TRAINING LOG BOOK

UNIVERSITI  
TEKNOLOGI  
MARA

Universiti Teknologi Mara Kelantan  
Bilik 101, Kompleks Maklumat Pendidikan  
Jalan Tun Razak, 05000 Kota Bharu  
Tinggalilah maklumat ini untuk kegunaan



DATE	EXTRACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS

1/8	Send report on duty.	
2/8	Pa. Mazni Mustapha ask to help edit the system MYKIKUP.	
3/8	Pa. Noriza ask to help update data in "System Pemerika"	
4/8	Continue update data pemerika - hold day.	
7/8	create database for special project (E-SBEBPK)	
8/8	went database and search the information about the system and create the abstract for the report system.	
9/8	Design logo for Special Project (e-pinjaman) and draw the story board for the system e-pinjaman besedar.	
10/8	create the context diagram and data flow diagram for system e-pinjaman kesedar also wente inter face website. MASRI RIF	
11/8	Design bawiter "konsert Masithnah kadat (MKI)" Amboang merdeka 2016	Bahag

REMARKS
14/8 Edit banner konser "Masyarakat Kita Maju" Ambariy merdeka 2016
15/8 Design banner of Independence day 2016. Design banner for "first 59 usman merdeka 2016"
16/8 Design four building of Independent day 2016 "59 year"
17/8 cooperation and dead office for joy competition in conjunction with the Independence celebration. and send the design banner to unit komunikasi korporat
21/8 Design banner for special project e-pinjaman kesedar

22/8 Design and edit banner "Moh Mengetahui Sempena Sambutan Kemerdekaan" NASEIR
23/8 edit banner Moh Mengetahui and design banner "Moh Mengetahui" Type the corporate integrity pledge.
24/8 Attach the program "mencipta, & mendeklarasikan sajak patriotik" and program "makey dluin"
make a report of the project.

25/8 Design cover buku and make website for special project.
26/8 Type the corporate Integrity pledge. delivery letters to administration division.
29/8 write report company chapter 1. Design banner for website kesedar banner "Kemerdekaan 59 tahun 2016".
20/8 Rehearsal "Program Sambutan Ambariy Merdeka & Maslakah kau ligat." "bunga mangar" delegation in conjunction with 59 independence year. delivery letters to "unit komunikasi korporate ukk" continue develop system.

1/9 create form for user registration in system e-pinjaman. NASEIR
6/9 Consult system e-pinjaman with supervisor organization for more detail and consult with the head of the economy department. edit form for registration.

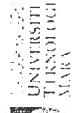
DATE	REMARKS
7/9	Design banner for "Selamat Hari Raya Aidiladha" for website kesedar.
	Deliver the letter for Administration division.
8/9	Kesedar Mutual cooperation in conjunction with the monthly gathering. Sending certificate to the monitoring department.
	continue edit form.
14/9	Design banner "Hari Malaysia 2016" for website kesedar.
	continue create the website for login on staff.
	Deliver the letter for financial department.
15/9	Edit picture in Adobe Photoshop for pamphlet "perhimpunan Bulan Kesedar" <b>MASRI RIFD</b>
	Design book cover for "perhimpunan Bulan Kesedar" Lembaga K
	Edit design banner "Hari Malaysia 2016"
18/9	Live event perhimpunan Bulan Lemang Kemajuan Kelantan Selatan (Kesedar) at pusat Sivik Gua Musang.



DATE	REMARKS
	Design button for new interface website kesedar
19/9	create staff login for e-pinjaman system and customer login.
	Edit button for new interface website kesedar
	Deliver letter to Community Development Division.
	Take cuttings of newspapers from Corporate Communication Unit.
20/9	Edit form for register e-pinjaman.
	Edit scan prepare for En. Nagir and edit picture Smartphone and information for Pn. Noriza
	Deliver letter to Pn. Salma in administration department.
21/9	meeting with economic division <b>MASRI RIFD</b> for know the flow about e-pinjaman system. Discuss what their need develop from the interface and content in the system.

DATE	EXTRACT NATURE OF WORK DONE	REMARKS
22/9	continue coding system part of contract us and link with the Index export database	
	Edit user registration form	
	Delivery the letter in financial department	
25/9	Edit form section A 'Personal Information'	
	Delivery memo to administration department	
	Help Pr. Nik Mazni adjust their coding in system usakanawan.	
26/9	create admin login	
	Delivery the letter for financial department	
	meeting with the Pr. Akmal at economy and investment department to discuss the form of 'TEKP'. How much many admin that they have to into System	
	discuss the term and condition of the TEKP	
	Discuss the flow of the 'TEKP'	
27/9	Edit table registration	
	Enter the logo Kesedar	
	Delivery the letter for administration department.	

28/9	create page for term and condition	
	Insert the term and condition section A and section B.	
	Delivery the letter for fination department	
29/9	Design banner untuk 'salam maal hijrah' 1438h'	
3/10	create login button for staff, edit table registration.	
	Delivery the letter for Deputy General Manager	
	Delivery the letter to Enock Din at administrative department.	
4/10	Join database with the table registration	
	Delivery the letter to Administration department.	
5/10	Edit coding for insert database	
	Delivery letter for Integrity Department.	
6/10	Edit form registration and equate the table.	
	meeting with all staff of Information Technology department.	
	combine system e-pinjaman with the System My-usakanawan.	



9/10	Link page registration e-pinjaman with my.usnivan and edit page contact MASRI RIF
	Send the item to Enik Badrul Husein at financial department. take the pendrive in communication corporate department. Send the paper print to communication corporate department.
10/10	create new database for registration TEK and link with the system. Create gantt chart system e-pinjaman.
11/10	create report. Send the letter in corporate communication division. take and delivery letter in computer lab.
12/10	continue create report. photostat information 'Renovasi' Create database for business sector and business location. Send letter at financial department.

13/10	Create Entity Relationship Diagram (ERD) and Data Flow Diagram (DFD) for report system e-pinjaman.
16/10	"Kursus Jemazah anjuran kelas kewangan kesedar (3K)" -meeting As-syura 2016 with the property division. - create table for confirmation from staff incharge.
17/10	- sending the money to property division. - prepare the ingredient for As-syura - sending the letter to administration division - continue create form of confirmation.
18/10	"As-syura ceremony kesedar lever 2016"
24/10	"Program Entrepreneur meets Customers"
25/10	Design banner for "Happy Deepavali" Sending letter to Computer lab.



DATE	REMARKS
26/10	- Edit banner "Selamat Menyambut Deepavali" - update data in system peneroka. MASRI RIFI
27/10	update data Peneroka in system peneroka. Fabricator
28/10	continued update data peneroka in system peneroka
1/11	update data Peneroka in system peneroka
2/11	update data Peneroka in system peneroka
3/11	update data Peneroka চালি
4/11	Design border geometric for frame board in innovation system program for 'system penerusan peneroka'. - Send the letter for financial division - Send the letter to Administration division. - Send the letter for law division.
7/11	- create design frame border for exhibition for innovation program - Delivery letter to Administration division.

8/11	- Design banner for "Hari Keputeraan Sultan Kelantan" - Delivery letter to Secretary general Manager MASRI RIFI - Delivery letter to financial department Lembaga K.
9/11	- Edit banner "Hari Keputeraan Sultan Kelantan" - Edit system my -visahawan at term and condition.
10/11	- Make preparation for Innovation booth for "sistem penerusan peneroka" - Paste the triangle pattern in polystyrene and wait until dry. - After that, scissors according to a triangular shape.
13/11	stick the triangle to be an attractive & to make border into display board.
14/11	continued scissors according to a triangular shape until end. - send the letter to financial department.



DATE	REMARKS
15/11	<p>Create a name system using the rope like;</p> <ol style="list-style-type: none"> <li>1. Sistem</li> <li>2. Pengurusan</li> <li>3. Peneroka.</li> </ol>
16/11	<p>Print screen interface system for exhibition in information competition.</p> <ul style="list-style-type: none"> <li>- print screen information.</li> <li>- system for display information</li> <li>- Edit in photoshop make a frame border for eight border.</li> <li>- print in A3 size</li> <li>- fax a letter to a community college at melaka.</li> </ul>
17/11	<ul style="list-style-type: none"> <li>- limitate print screen information</li> <li>- cut polystyrene according to A3 size</li> <li>- stick the print screen information into polystyrene.</li> <li>- paste the shape into a triangle pattern polystyrene.</li> </ul>
20/11	<ul style="list-style-type: none"> <li>- Create a logo kesedar using a rope socks.</li> <li>- Typing the KESEDAR into microsoft word and print in to A3 size</li> </ul>

	<ul style="list-style-type: none"> <li>- Scissors and limitate seven(7) letter of KESEDAR.</li> <li>- Paste the above polystyrene and cut according to the letter. HASRI RIFIQ</li> </ul>
21/11	<p>Bahagian Te Lembaga Kema</p> <ul style="list-style-type: none"> <li>- Print KESEDAR logo and limitate</li> <li>- Print KKLW logo and limitate.</li> <li>- Typing the name of module of system to display board, 8 module and limitate.</li> <li>- Paste in the polystyrene and scissors base on their pattern.</li> <li>- make a checklist equipment</li> <li>- packing the equipment for innovation program.</li> </ul>
22/11	<ul style="list-style-type: none"> <li>- continue make a system my-usahawan</li> <li>- edit table beethoven.</li> <li>- delivery letter for Administration department and financial department.</li> </ul>
23/11	<ul style="list-style-type: none"> <li>- Edit set database my-usahawan for insert data.</li> <li>- manage file office.</li> </ul>
24/11	<ul style="list-style-type: none"> <li>- Program Latihan Membina Sivap (Lms) dan Kempen Seibu Langkah.</li> </ul>

27/11	<ul style="list-style-type: none"> <li>Record incoming mail in log book</li> <li>Sending the letter for administration department</li> </ul>
	<p>HASRI RIFI</p> <p>Add data for Interface System Bahagian</p> <p>in registration and text.</p>
28/11	<ul style="list-style-type: none"> <li>Insert data in interface website.</li> <li>Edit table for print information entrepreneur</li> <li>Delivery the letter in administration division.</li> </ul>
29/11	<ul style="list-style-type: none"> <li>Arrange letter record in cabinet file in information technology division.</li> <li>Create tagging file and file number at cabinet to easy find the file.</li> <li>Design banner for website US my-usahawan "Sekamat Dating my usahawan for slider 1</li> <li>Design banner product from entrepreneur kesedar for slider 2</li> </ul>

30/11	<ul style="list-style-type: none"> <li>Edit banner sliders product from entrepreneur kesedar.</li> <li>Design banner for sliders for website my-usahawan</li> <li>take a letter from administration division.</li> <li>record incoming mail in log book.</li> </ul>
1/12	<ul style="list-style-type: none"> <li>Design banner for sliders for website my-usahawan.</li> <li>key in data for incoming mail in log book.</li> <li>Sending the letter to administration division.</li> </ul>
4/12	<ul style="list-style-type: none"> <li>Design banner for "Hari pertabalan Agong ke 15"</li> <li>Delivery letter for general manager</li> <li>Edit system my-usahawan.</li> </ul>
5/12	<ul style="list-style-type: none"> <li>Design banner "Salam Maulud Rasul 1438H"</li> <li>Delivery letter for administration division.</li> <li>Arrange close file by subject in the cabinet.</li> </ul>

6/12	- Create new table for best view registration. - Edit banner 'salam Maulidul Kasid 1438 H' - Delivery letter to financial department Administration department, and Integrity department.
7/12	- Continue make table for list of entrepreneur - Edit table for registration.
8/12	- Edit table for list of registration - Delivery letter for financial division, Administration division and Integrity division - Record incoming mail in logbook
11/12	- Continue list registration make a for disable table. - Delivery letter in financial and administration department.
14/12	- create button "Hantar" - Create button "Kemaskini" - Create button "Print" - Delivery letter to administration division - Delivery letter to financial division

	- Create table view registration
15/12	- continue make table view registration - create new table for confirmation Admin - Delivery letter to Administration 18/12 - Continue create table for confirmation from admin. - visiting supervisor from yitam kelantan Sir Akmal faiz - Edit table list registration. 19/12 - continue edit list registration and confirmation from admin. - send the letter to agriculture and development division. - Record incoming mail in log book 20/12 - create table for print information entrepreneur - Design banner for merry christmas 2016 21/12 - continue edit table for print information entrepreneur. - Delivery letter to financial division.

