



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT:
BAHAGIAN HAL EHWAL AKADEMIK UiTM MACHANG
(MACHANG, KELANTAN)
(18500 BUKIT ILMU, MACHANG, KELANTAN)

SPECIAL PROJECT: AMANAH TUGASAN PENSYARAH
(ATP-Sys)

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

01 AUGUST 2017 – 31 DECEMBER 2017

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MUHAMMAD ROSMAIZUL BIN MAIDIN

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

01st of AUGUST – 31st of DECEMBER 2017

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DURATION : 1ST OF AUGUST – 31ST OF DECEMBER, 2017

INDUSTRIAL TRAINING

PLACE : BAHAGIAN HAL EHWAL AKADEMIK UITM KELANTAN

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declaring that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.



Signed by,

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Date of submission: 21st Of January, 2017

ABSTRACT

The industrial training duration based on the period from 1st of August to 31st of December 2017 in Academic Affairs Division (Bahagian Hal Ehwal Akademik) UiTM Machang, Kelantan. The training consumes 5 months and not more than 6 days of absent. During the industrial training lots of activities being done and lots of new thing being learnt. Many things learned during industrial training are about management and workflow charts in this part of academic affairs. This is because, this part of the academic affairs is a place where there are a lot of management, especially academic management between students and lecturers. In addition, academic affairs also play a role in managing matters related to the learning, research and academic process for all academic programs in UiTM Kelantan. Academic affairs are also responsible for providing any hardware, needs or any kind of facilities for the learning and teaching process. To design or create an ATP system to the academic affairs unit, many of the processes needed to do include collecting all the information needed to prepare the system. After all the information and data from the previous system has been collected an analytical process will be made to facilitate system design of the system flow chart. The academic affairs section also really focuses on the development of systems for the organization and also uses external sources for system development.

Keywords: *Academic affairs, ATP, System, Industrial training*

ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

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

I also would like to express my great appreciation and gratitude to my industrial training coordinator Puan Nurulannisa Binti Abdullah and industrial department supervisor, Puan Najibah Binti Mohamed Nazir as well as other staff in this department for their excellence supervision, valuable advice, feedback and tips as well as their kindness in guiding me to improve my experience on how to work in a team.

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CHAPTER 1: INTRODUCTION

1.1 Introduction about Industrial Training.

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

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

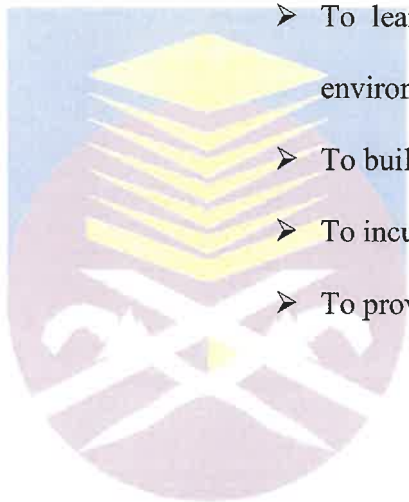
The training is provided in order to fulfill the requirements of the IM245 program which is Bachelor of Science Information and System Management. In this training, students will be exposed to the office environment, how to handle various functions in managing information are taught and how to handle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

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

1.1.1 Objective of the Industrial Training.

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

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



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1.2 History of UiTM Kelantan.



Figure 1.1: View of UiTM Kelantan Machang Campus

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

The establishment of UiTM is the result of close collaboration between UiTM and the Central Government. As a result of this collaboration, the Central Government has allocated 12 acres of land in Kijang Camp which is located about 8 kilometers from Kota Bharu town owned by Kelantan State Scout Council. The work of renovating some of the old buildings and construction of new buildings was funded by the Central Government at a cost of RM 1.5 million.

The first batch of 185 students were taken for the semester of July - December 1985 to take Diploma courses in Accounting, Diploma in Business Studies, Diploma in Bank Management and Diploma in Secretarial Science. In the early stages, the number of staff was 71 people, 7 lecturers and 64 non-academic staff.

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

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

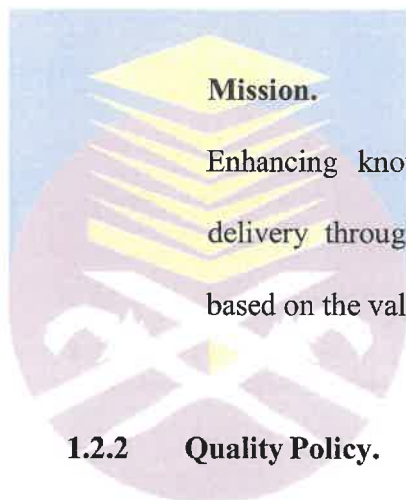
Now, UiTM Machang has grown into a huge educational institution where it has over more than 5000 students and hundreds of staff. There are 3 faculties in UiTM Machang which includes the faculty of business, computer science and mathematics, and information management Over 19 full-time and part time courses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

1.2.1 Vision and Mission.

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

Vision.

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



Mission.

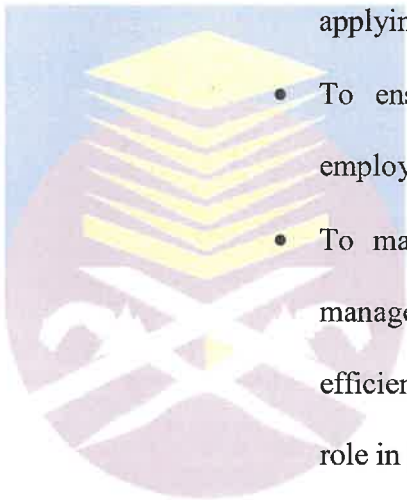
Enhancing knowledge and expertise in all areas of Bumiputera program delivery through professional research and community service involvement based on the values and ethics of professionalism

1.2.2 Quality Policy.

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

1.2.3 Quality Objective.

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



1.2.4 UiTM Machang Customer Charter.

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

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

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

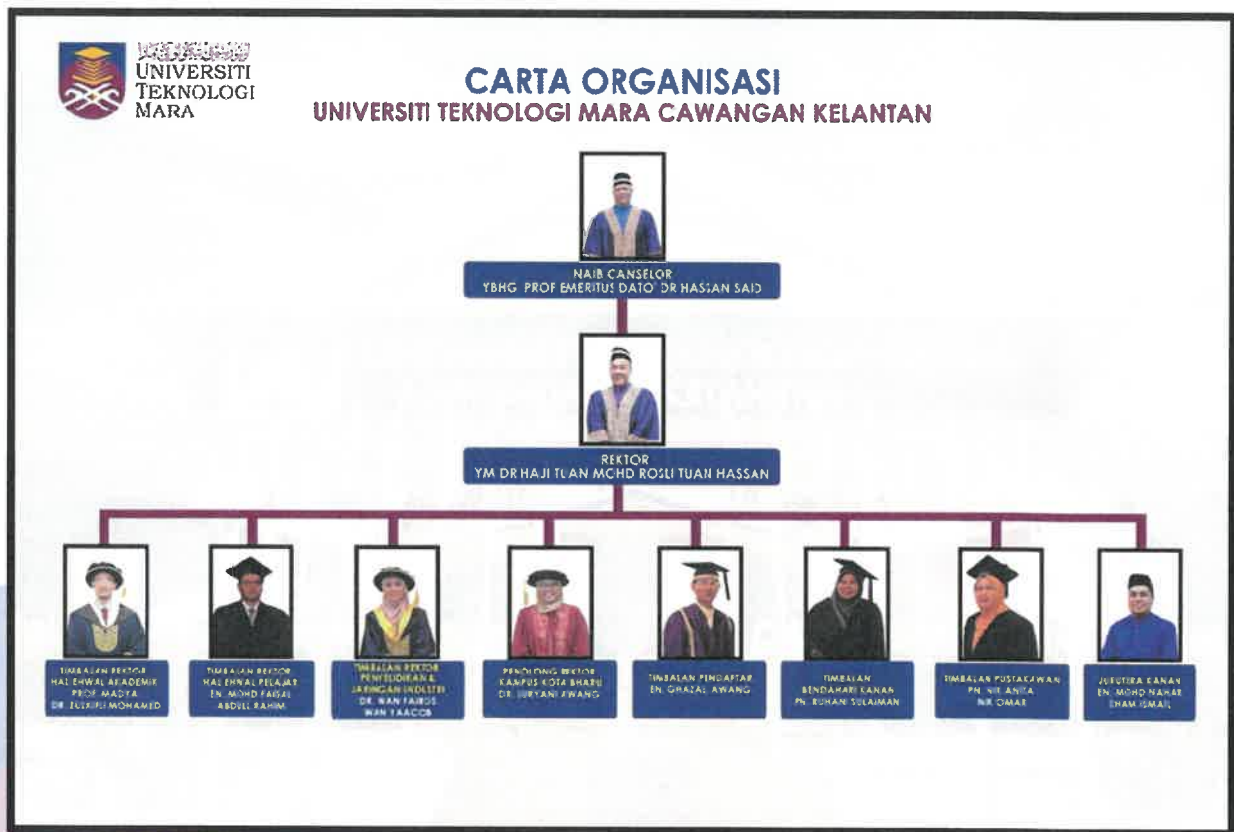


Figure 1.2: UiTM Organizational Chart

**CHAPTER 2:
ORGANIZATION
INFORMATION**



Figure 2.1: Division of Academic Affairs UiTM Kelantan

2.1 Introduction Departmental Structure.

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

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

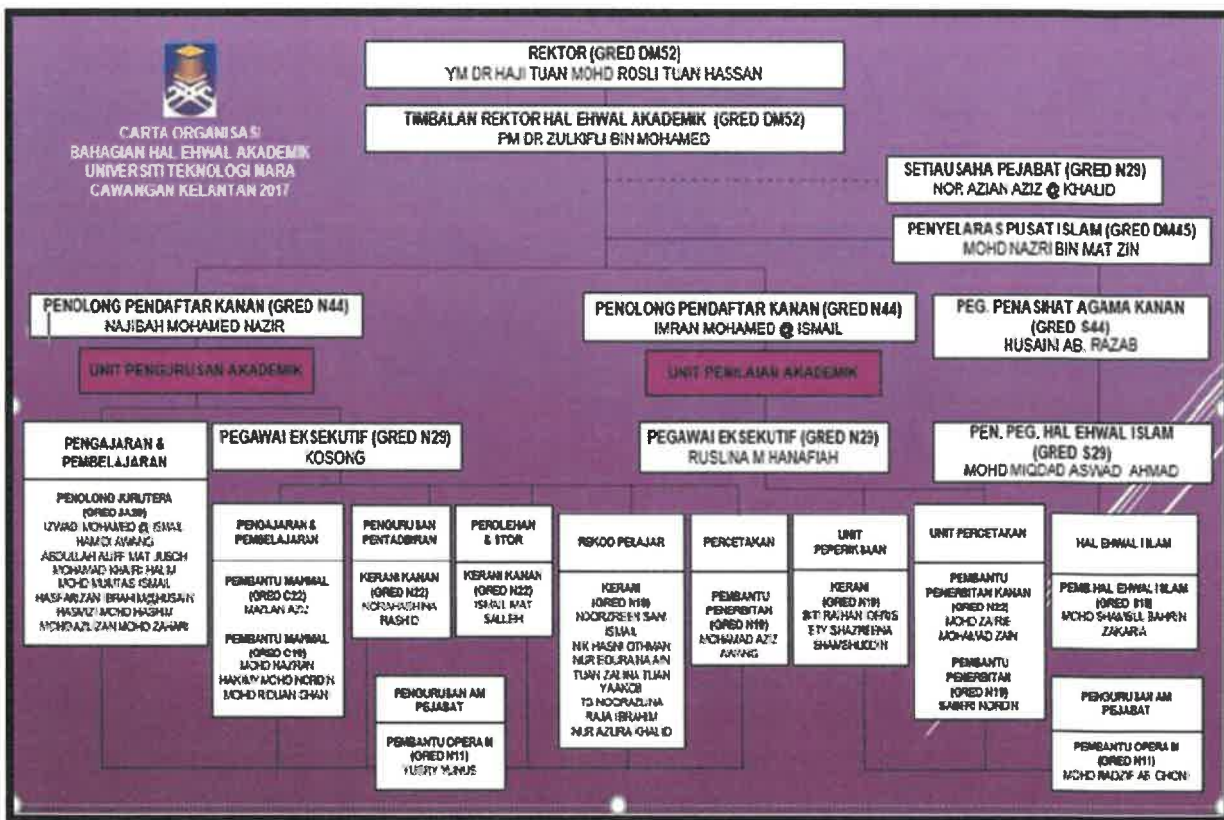


Figure 2.2: Division of Academic Affairs Organizational Chart

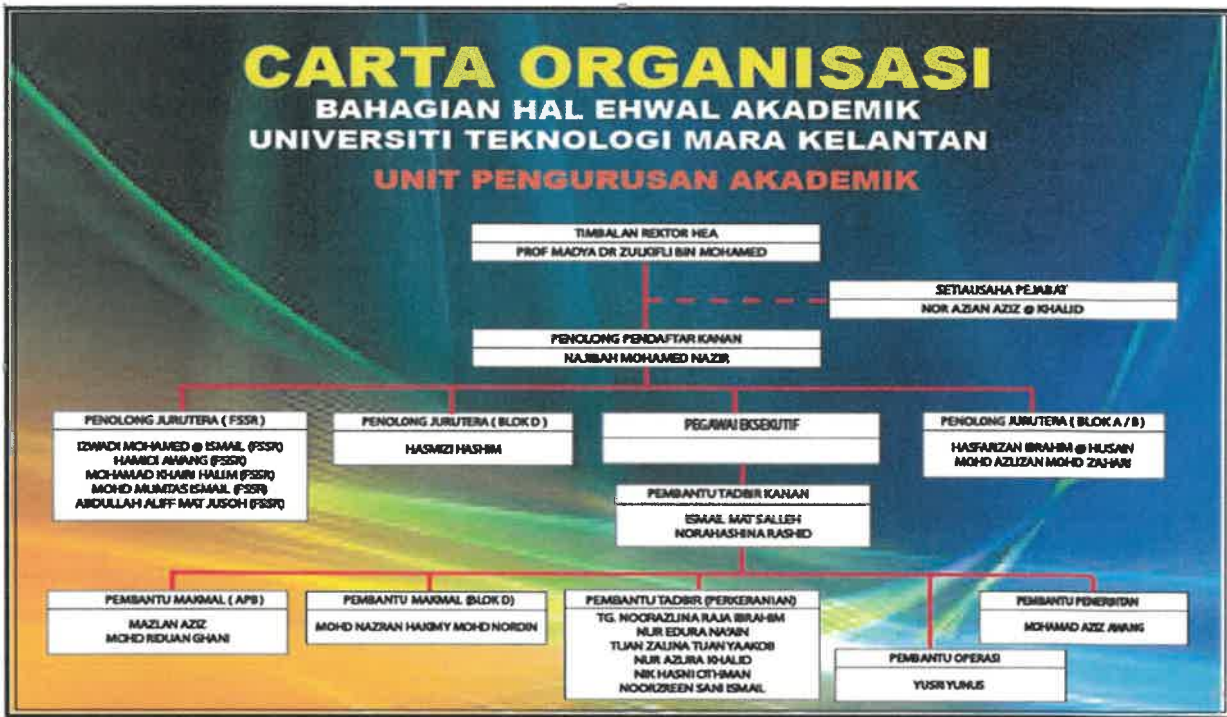


Figure 2.3: Academic Management Unit Organizational Chart



Figure 2.4: Academic Evaluation Unit Organizational Chart

Vision.

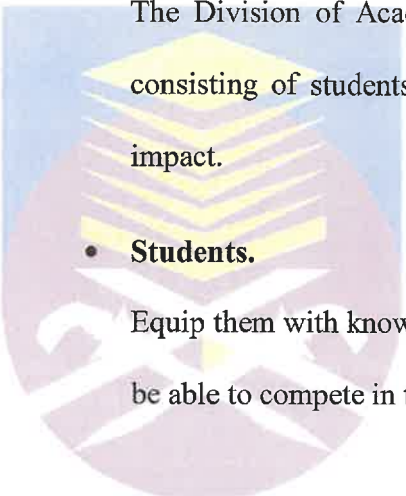
Exercise and strive to spread quality values in managing academic activities towards achieving outstanding academic performance.

Mission.

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

Objective.

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

Customer Charter.

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

- **Students.**

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

- **Lecturer.**

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

- **Parents.**

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

- **Industry.**

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

- **Society.**

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



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**CHAPTER 3:
INDUSTRIAL TRAINING
ACTIVITIES**

3.1 Training Activities.

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

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

3.1.2 Daily Activities.

Meeting

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

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

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



Figure 3.1: Meeting with Deputy Director of Academic Affairs Division.

Help Desk.

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

- Face to face communication

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

- Phone call

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

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

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



Figure 3.2: Making phone call to the students at the Help Desk.

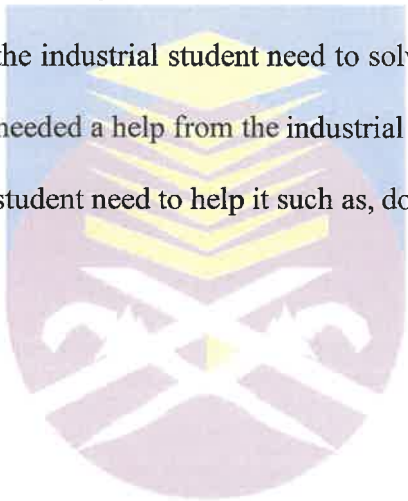


Figure 3.3: Assisting the staff at the Help Desk.

Office Work.

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

The most important job that given the industrial student an experience is, to operate the problem of personal computer and laptop of the staff. For example, formatting the PC and Laptop, installing the software to the staff, whenever the problem occurred at the personal computer staff, the industrial student need to solve it. Meanwhile, there is a staff from different department that needed a help from the industrial staff because the lack of their time. Despite from that, industrial student need to help it such as, doing the survey from Google Documents.



Records Management.

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

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

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

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

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



Figure 3.4: Record Management (1).



Figure 3.5: Record Management (2).

Record Labelling.

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



Figure 3.6: Record Labelling (1).



Figure 3.7: Record Labelling (2).



Figure 3.8: Record Labelling (3).

Convocation Ceremony.

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

As the convocation day arrives, the industrial student need to fill the convocation bag with the goodies, transportation stickers and others stuff that has been supervise by the supervisor. Also, the convocation shirt need to be given to the student one by one according the Diploma or Degree level. Whenever the staff need to test the size of the convocation shirt, they will ask the industrial student to deliver it to them. The staff will take the name of the student and the number of the shirt that has been provided in a shirt in order to prevent it from missing.

After the convocation day, the student need to return the convocation shirt to the industrial student and staff that are ready up to receive it. The name and the number will be taken from the student as they need to sign the form that say they have return the convocation shirt.



Figure 3.9: Distribution of the Convocation Robe (1).



Figure 3.10: Distribution of the Convocation Robe (2).

Meeting Room Preparation.

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



Figure 3.11: Setting up the meeting room.

Campus Management Program (Minggu Destini Siswa).

Upon completion of the industrial training period, I was selected by the HEA as a Peer Mentor or Pemimpin Minggu Destini Siswa to assist the campus by managing a total of 200 new students who have been selected to continue their studies at UiTM Kelantan, Machang campus. I, as the Project Manager for this program, have done my job with some of my colleagues with different positions for 1 weeks starting from 1st to 5th of January 2018. We have carried out several tasks that have been given and mandated throughout the course of this orientation. Last but not least, we are also rewarded with Certificate of Participation and Allowance payments.



Figure 3.12: Minggu Destini Siswa Program.



Figure 3.13: Facilitators Team of Minggu Destini Siswa Program.



Figure 3.14: Receiving the Participation Certificate.

Outdoor Program/Activities.

I and my faculty supervisor Prof. Madya Dr. Haji Ghazali Bin Osman, does not follow or engage in any activity or industrial outdoor program. Whether I am a representative who is entrusted by him or myself as a volunteer or as a selected candidate to participate in any industrial outdoor program. This is due to the short time in which my supervisor is very busy with his task as a Head of the Study Center and does not have the any free time to get involved. However, he did not stop to monitor, observe and guide me in this Industrial Training throughout the course of the training to ensure that I comply and meet the criteria set by both faculty and industry.



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3.2 Special Project.

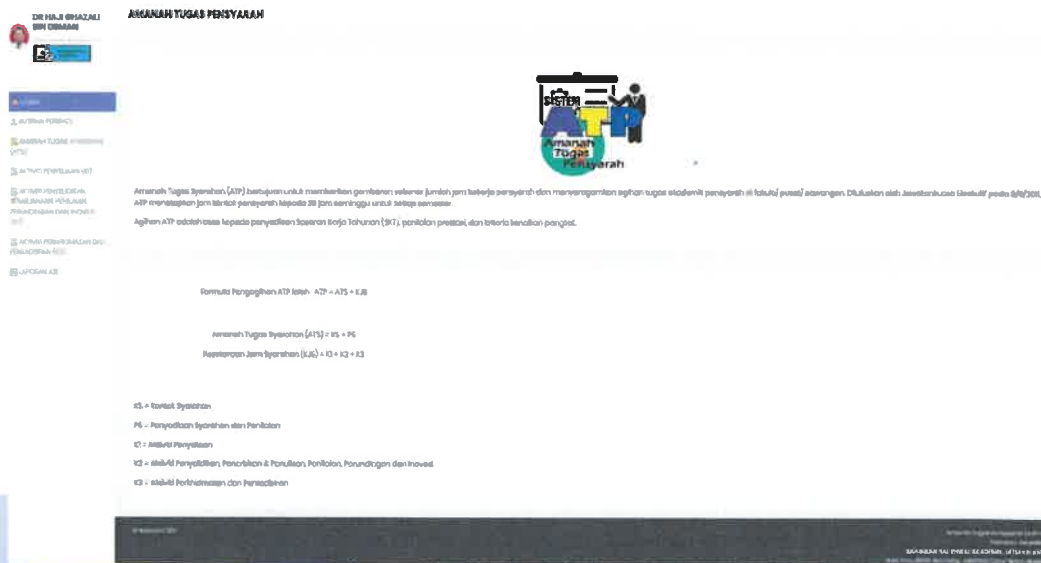


Figure 3.15: ATP Sys Interface.

The Lecture Task Trust (ATP) aims to give a true picture of the number of hours of lecturers and standardize the dissemination of lecturer's academic duties at the faculty / center / branch. Approved by the Executive Committee on 8/8/2011, ATP sets lecturer contact hours to 39 hours per week for each semester. ATP distribution is the basis for the provision of Annual Work Objectives (SKTs), performance assessments, and promotion criteria. There are five (5) types of function that have been created in the ATP System to handle and manage the process of lecturer's data.

1. *Amanah Tugas Syarahan (ATS)*
2. *Aktiviti Penyeliaan (K1)*
3. *Aktiviti Penyelidikan, Kesarjanaan, Penilaian, Perundingan & Inovasi (K2)*
4. *Aktiviti Perkhidmatan & Pentadbiran (K3)*
5. *Laporan ATP*

3.2.1 History of Previous Process.

If compared to the previous process, the lecturer needs to fill in the data and information through the ATP 3.0 Calculators that have been created by UiTM Shah Alam as the Master Campus for the entire UiTM Branch throughout Malaysia. After that, all information will be sent to Shah Alam to be updated and to obtain the full ATP report.

The screenshot shows the ATP Calculator 3.0 interface. On the left is a vertical sidebar menu with the following items: BACA SAYA, BUTIRAN PERIBADI (highlighted), AMANAH TUGAS SYARAHAN (ATS), AKTIVITI PENYELIDIKAN (SI), AKTIVITI PENYELIDIKAN, KESARJANAAN, PENILAIAN, PERUNDINGAN DAN BINAAN (SI), AKTIVITI PERKHIDMATAN DAN PENTADBIRAN (SI), LAPORAN ATP, KETERUSNYA, SEMBAI, RESET, and SIMPAN. The main area is titled 'BUTIRAN PERIBADI' and contains a form with the following fields:

Bahagian Hal Ehwal Akademik (BHEA) Kalkulator ATP 3.0		BUTIRAN PERIBADI	
(Sila isikan maklumat yang dikehendaki di dalam ruang yang diwarnakan PUTIH sahaja)			
NAMA :	GHAZALI EIN OSMAN		
NO. PEKERJA :	158936	FAKULTI :	FPM
GRED JAWATAN :	DM53/54	TREK :	Kejuruteraan Institusi
ATP bagi semester :	Mac - Julai	TAHUN :	2017

Figure 3.16: Example ATP Calculator 3.0 (1)

Bahagian Hal Ehwal Akademik (BHEA)
Kalkulator ATP 3.0

ATS: AMANAH TUGAS SYARAHAN 10.50

Kod Kursus / Bil. Pengajar	Bil. Pelajar	Jumlah Syarahan (KS)			Jumlah Tutorial (KS)			Jumlah Makmal/ Lain-Lain (KS)			Blended Learning
		Waktu Persewa	Waktu Melew	Hujung Minggu	Waktu Persewa	Waktu Melew	Hujung Minggu	Waktu Persewa	Waktu Melew	Hujung Minggu	
IMC651	31	42									
IMS555	25	42									

KS FS

Buttons: BACA SAYA, BUTIRAN PERIBADI, AMANAH TUGAS SYARAHAN (ATS), AKTIVITI PENYELIAAN (N), AKTIVITI PENYELIDIKAN, KESARJANAAN, PENILAIAN, FERUNDANGAN DAN INOVASI (N), AKTIVITI PERKHIDMATAN DAN PENTADBIRAN (N), LAPORAN ATP, SETERUSNYA, KEMBALI, RESET, SIMPAN

Figure 3.17: Example of Amanah Tugas Syarahan (ATS) (2)

Bahagian Hal Ehwal Akademik (BHEA)
Kalkulator ATP 3.0

BACA SAYA
BUTIRAN PERIBADI
AMANAH TUGAS SYARAHAN (ATS)
AKTIVITI PENYELIAAN (K1)
AKTIVITI PENYELIDIKAN, KESAJIAHAN, PENILAIAN, PERUNDINGAN DAN INOVASI (K2)
AKTIVITI PERKHIDMATAN DAN PENTADBIRAN (K3)
LAPORAN ATP
SETERUSNYA
KEMBALI
RESET
SIMPAN


K1: AKTIVITI PENYELIAAN ⓘ 5.00

1. PhD / Sarjana (Penyelidikan / Klinikal)
2. PhD (Kerja Kursus)
3. Sarjana (Kerja Kursus)
4. Sarjana Muda / Diploma (Projek Tahun Akhir)
5. Penyelidikan Pensyarah "Junior"
6. Latihan industri / Amali / Praktikum yang membolehkan penyelidikan berterusan di sepanjang semester

Bil pelajar yg diselia	
Penyelia Utama	Penyelia Bersama
	1
2	

Bil individu yg diselia	
	2

Figure 3.18: Example of *Aktiviti Penyeliaan (K1) (3)*



Bahagian Majlis Eksekutif Akademik (BMEA)
Kalkulator ATP 3.0

BACA BAYA	K3: AKTIVITI PERKHIDMATAN DAN PENTADBIRAN	13.00
BUTIRAN PERLENGKAPAN	Perkhidmatan sebagai Pentadbir Akademik (K3*)	18
ADANAH TUGAS SYARAHAN (ATS)	<ol style="list-style-type: none"> 1. Naib Canselor (NC) 2. Timbalan Naib Canselor (TNC) 3. Penolong NC (PNC)/ Dekan/ Rektor/ Pengarah Bahagian/Pengarah Pusat Kecemerlangan 4. Timbalan Dekan/ Timb. Rektor/ Timb. Pengarah/ Pen. Rektor/ Pengetua Kolej (Lantikan NC) 5. Ketua Pusat Pengajian (KPP) / Ketua Unit/ Ketua Bahagian (Lantikan TNC) 6. Koordinator Akademik/ Koordinator Institusi (ILD, INQKA, CMI/WS, IJS, IOS, ARLMITRANS, dsb) (Lantikan Dekan/ Rektor/ Pendarah) 	
AKTIVITI PENYELIAAN (PK)		
AKTIVITI PENYELIAAN, KESAJAAN, PENILAIAN, PERUMPOHAN DAN BERTUALIS (KP)		
AKTIVITI PERKHIDMATAN DAN PENTADBIRAN (K3)		
LAPORAN ATP		
SEKUTUPNYA	Perkhidmatan dalam Jawatankuasa	11
KEMERLAI	<p><i>Sila nyatakan bilangan</i></p> <ol style="list-style-type: none"> 1. Universiti/ Kampus/ Fakulti / Bahagian (tetap) 2. Luar (Profesional/ Bukan Profesional) 3. Aktiviti (<i>ad-hoc</i>) 4. Kolej (Staf Residen sahaja) 	
BERKUT		
SIMPAN		
	Perkhidmatan berkaitan Klinikal	0
	<p><i>Sila (/) pedekatah di bawah aktiviti yang dijalankan</i></p> <ol style="list-style-type: none"> 1. Sesi klinik / Laporan makmal / Laporan radiologi 2. Rondaan wad (<i>Ward Round</i>) 3. Tugasan atas panggilan (<i>on-call</i>) (aktif/ pasif) 4. Pembedahan (OT) / Prosedur 	
	Tugas-tugas Membantu Pentadbiran Akademik & Pembangunan Pelajar	
	<p><i>Sila (/) pedekatah di bawah aktiviti yang dijalankan</i></p> <ol style="list-style-type: none"> 1. Penyelaras 2. Pensyarah Sumber (<i>Resource Person</i>) 3. <i>Lecturer in-charge</i> (LIC) 4. Penasihat Akademik 5. Penasihat Persatuan / Kelab Pelajar (berdaftar dengan HEP) 	

Figure 3.20: Example of Aktiviti Perkhidmatan & Pentadbiran (K3) (5)

KALKULATOR AMANAH TUGAS PENYARAH (ATP) 3.0
Bahagian Hal Ehwal Akademik (HEA)

NAMA : **NO. PEKERJA :**

FAKULTI : **TARIKH :**

ATP bagi semester : **Gred & Trek :**

KS	PS	ATS	KS	PS	ATS	KS	PS	ATS	KS	PS	ATS	KS	PS	ATS
10	6		8		16	10								50
6.0	4.3	10.3	5.0	2.7	13.0	7	13.0	7	10.0	7.7	55.0	7.7	7.7	88
6.0	4.3	10.3	6.0		16.0	10.0		18.0			49.0			88

ATP sebenar semester ini ialah: jam/minggu 13.1 jam/hari bekerja

ATP bagi semester ini ialah: jam/minggu 10 jam/hari bekerja

ATS : PENGAJARAN DAN PEMBELAJARAN 68.0

Bilangan kursus yang diajar: 2

Bilangan pelajar yang diajar: 56

Jam Kontek Syarahan (KS): 6.0

Jam Penyediaan Syarahan dan Penulisan (PS): 4.3

K1: AKTIVITI PENYELIAAN 5.00

Bilangan pelajar yang diselia: 3

Bilangan penyediaan penyarahan dan penyelesaian latihan industri/ amali/ praktikum: 2

K2: AKTIVITI PENYELIDIKAN, KESARJANAAN, PENILAIAN, PERUNDINGAN DAN INOVASI 13.0

Bilangan Penyelidikan: 2

Bilangan Penerbitan dan Penulisan: 2

Bilangan Penilaian Akademik: 10 orang

Bilangan Penundingan dalam bentuk latihan/ bengkel: 2 aktiviti

Bilangan Inovasi dan pengkomersilan: 0 penyertaan/ produk

K3: AKTIVITI PERKHIDMATAN DAN PENTADBIRAN 13.0

Jawatan yang dipegang ialah Ketua Pusat Pengajian (KPP) / Ketua Unit/ Ketua Bahagian 16.0

Bilangan Perkhidmatan dalam Jawatan Luasa: 11

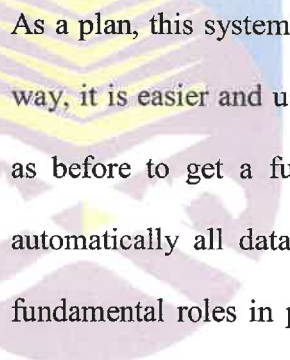
Bilangan Perkhidmatan berkaitan Klinikal: 0

Bilangan Tugas-tugas membantu Pentadbiran Akademik & Pembangunan Pelajar: 1

Figure 3.21: Example of Laporan ATP (6)

3.2.2 Innovation.

The Lecturer Trust Task (ATP-System) will improve the process that previously used Microsoft Excel in the form of ATP Calculators that must and should pass through various processes and various parties to obtain full reports of the ATP calculations. With this system, lecturers only need to login into the system for those who have already registered or registered for new ones using this system and only need to enter the data to be counted online and sent to the admin (Academic Staff Division) for this system performs the calculation process and thus the system will issue the calculation report then it will be printed by the admin to be given to the lecturer concerned.

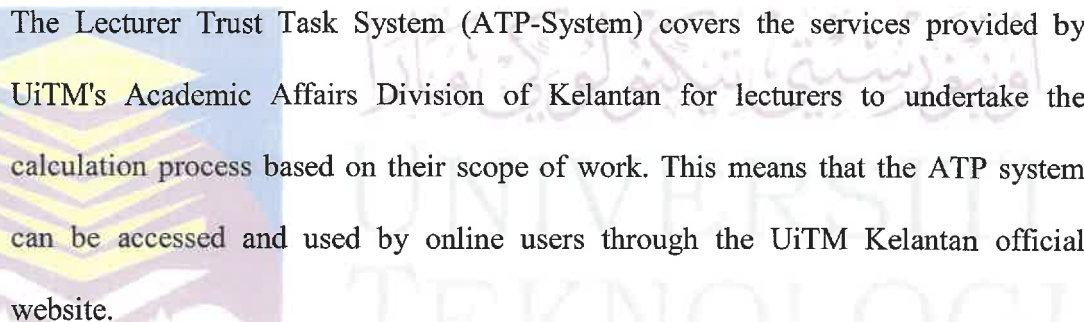


As a plan, this system will be uploaded on UiTM Kelantan's official website. In this way, it is easier and user-friendly and does not have to go through various processes as before to get a full computation report from the Shah Alam. In this system, automatically all data on ATP computations will be stored. It is also one of the fundamental roles in promoting productivity and transparency management without any constraints and many ancillary processes.

3.2.3 Objective.

- Facilitate the task of managing and updating the data that has been entered by lecturers for data storage and management purposes by the Academic Affairs.
- Allows publishing or printing of reports to be done at Academic Affairs or at the lecturer's office only without waiting for a response from Shah Alam.
- Provide comfort and convenience to lecturers using this system without waiting for any feedback from the Shah Alam.

3.2.4 Scope.



The Lecturer Trust Task System (ATP-System) covers the services provided by UiTM's Academic Affairs Division of Kelantan for lecturers to undertake the calculation process based on their scope of work. This means that the ATP system can be accessed and used by online users through the UiTM Kelantan official website.

In this ATP system, there are some simple registration forms that need to be met by users such as names, employee numbers, faculties, e-mails, phone numbers, username and password. Registration is for lecturers using this system. For staff, there is another form of registration that needs to be met to be an admin for this system. In the ATP System, the user is a lecturer and the administrator is a staff member.

To provide this system to users, there are some limitations that developers must face. Manual services that use Microsoft Excel used by lecturers and staff of the UiTM Academic Affairs Division of Kelantan for a long time.

The lecturer needs to fill out the information and send it to the Academic Division to staff for confirmation and waiting for a few days. After that, the staff will announce the results. Hence, the majority of users become familiar with requesting their applications in the past. To introduce this system to them, the trainer needs to make an easy interface for this system. With some simple instructions, it will help the user easily understand how the system works and also retains some of the original functional elements as they are in the previous system.

3.2.5 Hardware and Software Description.

3.2.5.1 Hardware Requirement.

- **Laptop (Acer Aspire 4253)**

Acer Aspire 4253 one of Acer product that categorized as personal notebook by Acer Inc. It consist high quality materials including hardened fiber plastic with high grade laptop screen give the user great satisfaction for office work environment.

3.2.5.2 Software Requirement

- **JavaScript (JQuery)**

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

- **Warm Server 2.0**

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

- **Sublime Text 3**

Sublime Text is built from custom components, providing for unmatched responsiveness. From a powerful, custom cross-platform UI toolkit, to an unmatched syntax highlighting engine, Sublime Text sets the bar for performance.

- **Database (MySQL)**

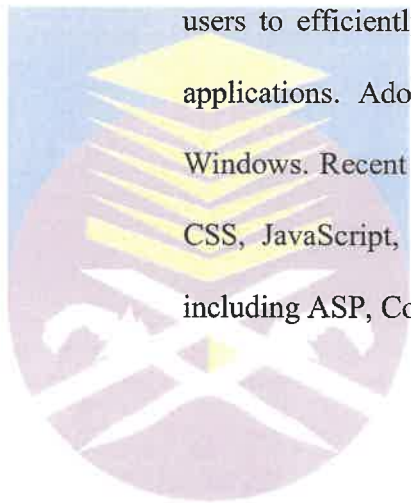
MySQL is a multi-user SQL database management system (DBMS). MySQL is an open source relational database management system. The SQL part of MySQL stands for "Structured Query Language," which is the most common language used to access databases. Information in a MySQL database is stored in the form of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

- **PHP**

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

- **Adobe Dreamweaver CS6**

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



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3.2.6 Logical Design.



Figure 3.22: Context Diagram



اَللّٰهُمَّ صَلِّ وَسَلِّمْ وَبَارِكْ وَسَلِّمْ
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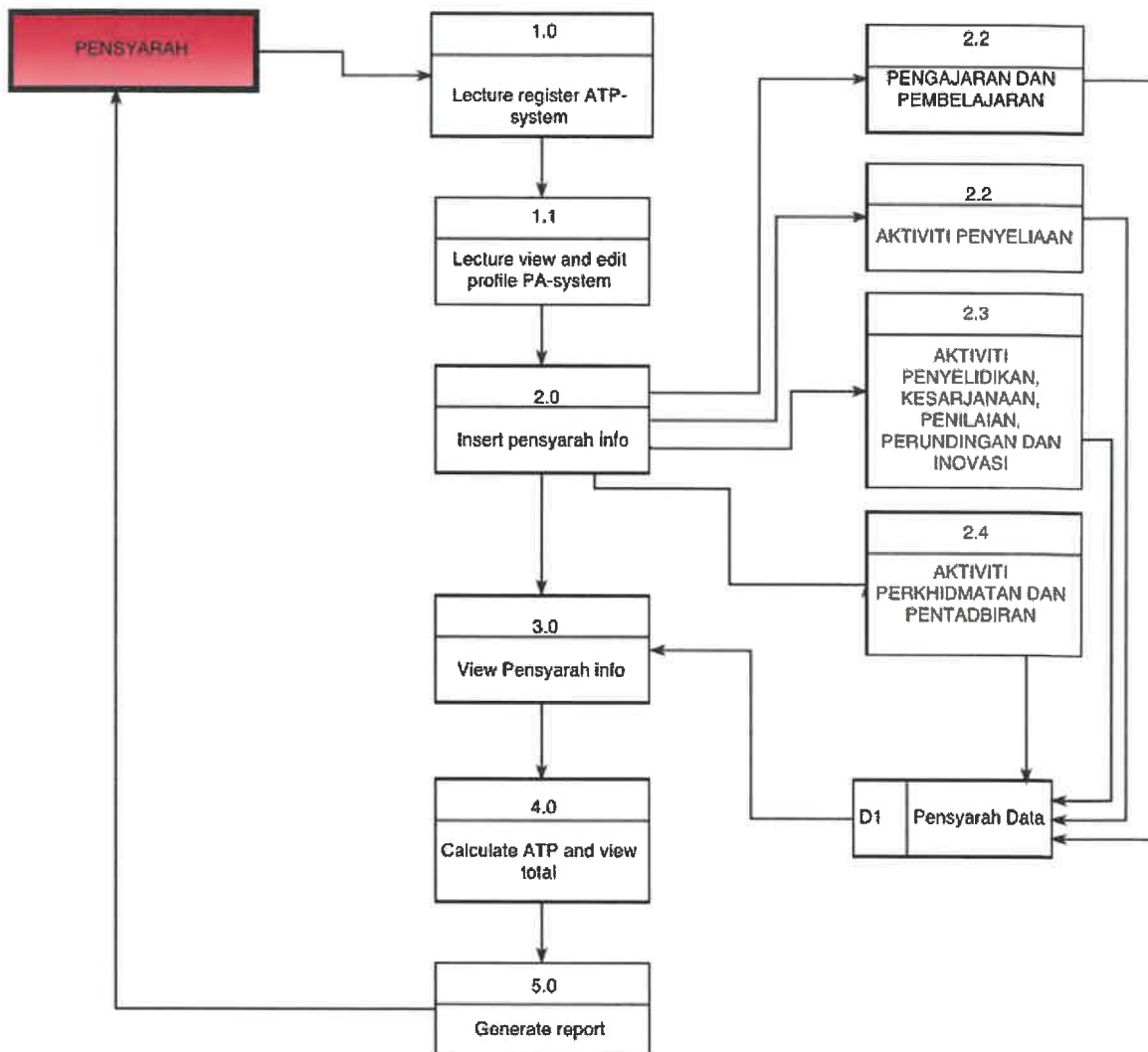


Figure 3.23: Data Flow Diagram

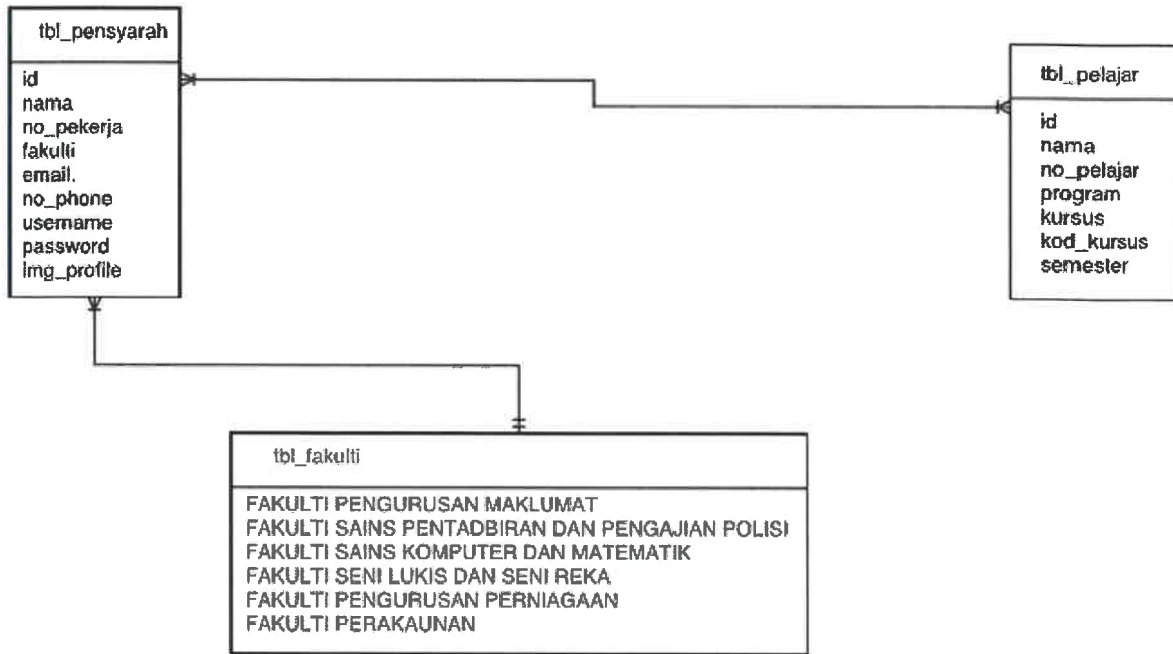


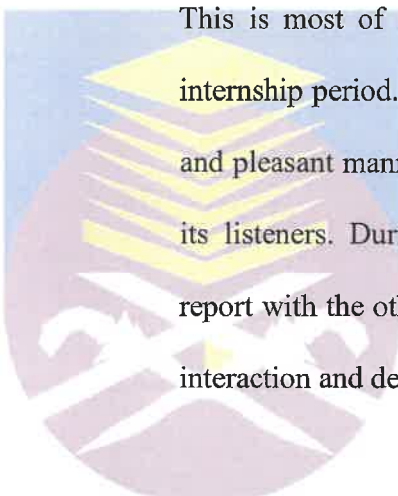
Figure 3.24: Entity Relationship Diagram

CHAPTER 4: CONCLUSION

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

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

4.1.1 Interpersonal Skill.



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

4.1.2 Build the Relationship.

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

4.2 Personal Thoughts and Opinion.

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

- **Proper Self-Management.**

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

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

- **Time Management.**

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

- **Communications and Soft Skills.**

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

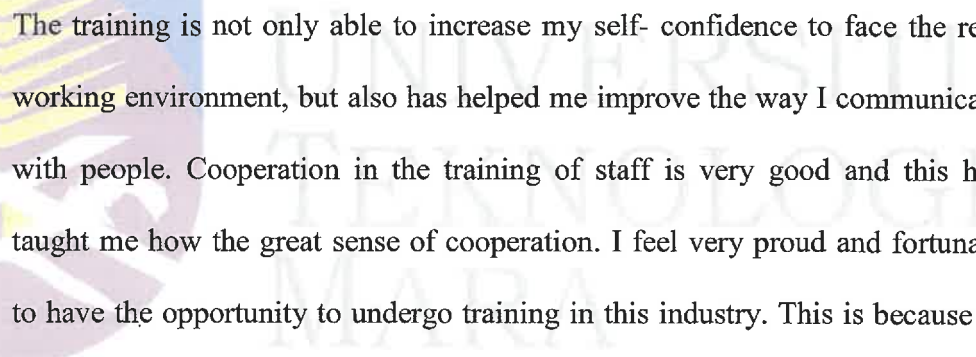
Besides, by meet the student everyday will make the trainee try to communicate with them in different ways since being one of Division of Academic Affairs UiTM Kelantan. This is because, in Division of Academic Affairs UiTM Kelantan there are students come here every day with difference of needs and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

- **Work Experience.**

Work experience is important for a fresh graduate student. This is because a valuable opportunity for students to gain experience before getting into the real working world. With the knowledge, skills and experience it will give students the opportunity to put what they learned into practice. Besides that, work experience also provides the ideal preparation for a future interview, because the student will have examples and experience to bring in an interview. Once have some form of industrial experience in the workplace, having overcome a difficult interview questions by using existing knowledge.

4.2.2 Opinion.

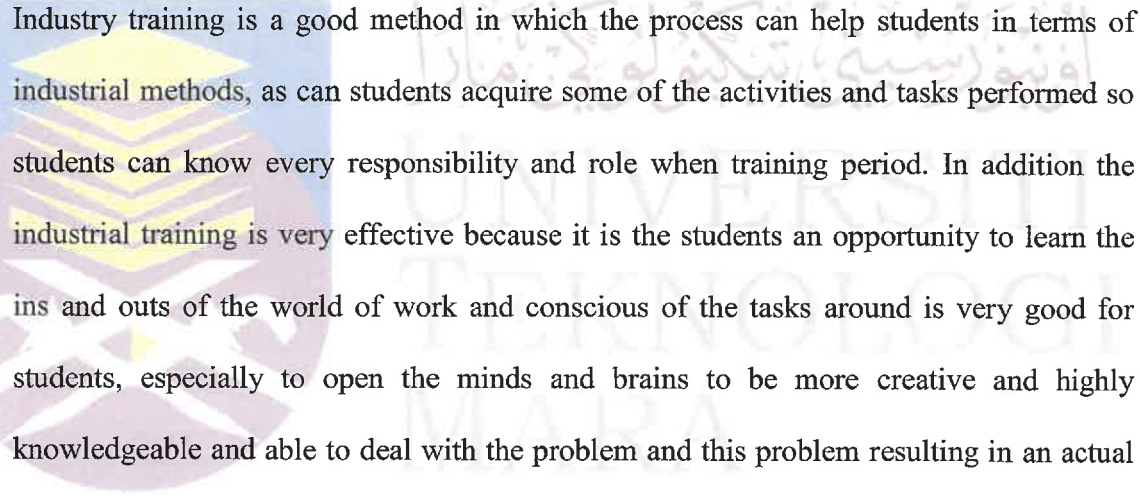
In my opinion, this industry industrial is an important thing as it can trained the skills learned by students in their learning in the lecture hall where it can be applied effectively. This is also a branch to build self-confidence students for the real working world that will be encountered in the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



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

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

4.3 Lesson Learnt.



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

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

During my industrial rainfly, is an alternative to myself to be knowledgeable and experienced in myself and to benefit me in terms of progress in carrying out the work assigned when a real job someday.

There are some lessons that I have learned during industrial training in which it will explain every skill and knowledge that I've learned in the Division of Academic Affairs as a Bahagian Hal Ehwal Akademik (HEA). Here are the lessons that I learn in:

- **Human Management.**

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

- **Customer Service Department.**

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

4.4 Limitation and Recommendation.

4.4.1 Limitation.

- **Side Tasks.**

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

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

- **Allowance.**

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

- **Lack of Technologies Usage.**

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

- **Lack of I.T. Staff.**

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

- **Lack of Space.**

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

4.4.2 Recommendations.

- **Side Tasks.**

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

- **Allowances.**

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

- **Using Technology.**

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

- **Lack of Space.**

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

Conclusion.

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

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

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

Even the many challenges that have been encountered by each student during the training varies from one industry to another, but what is important is that one should be more positive in the face of every situation so that the experience gained can be used in the future.

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



اَوْبُوْرَسِيْتِي تِكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

REFERENCES

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APPENDICES

UiTM Sentiasa
Di
KU



UNIVERSITI
TEKNOLOGI
MARA
KELANTAN

Sijil Penghargaan

Adalah Diperakui Bahawa
MUHAMMAD ROSMAIZUL BIN MAIDIN
(920728-11-5663)

Telah Memberi Sumbangan dan Kerjasama Sebagai

SUKARELAWAN ISTIADAT KONVOKESYEN UiTM KE 87
UiTM CAWANGAN KELANTAN

Yang Telah Berlangsung Pada

25 – 26 OKTOBER 2017

Bertempat Di

DEWAN PROFESIONAL
UiTM CAWANGAN KELANTAN

Anjuran

UiTM CAWANGAN KELANTAN

.....
Dr. Haji Tuan Mohd Rosli Tuan Hassan

Rektor

UiTM Cawangan Kelantan



Unit Kepimpinan Pelajar (UKP) |
Hal Ehwal Pelajar
Student Leadership Unit

Universiti Teknologi MARA Kelantan
Bukit Ilmu
18500 Machang, Kelantan, MALAYSIA
Tel.: (+09) 976 2000/2084/85/86/92/93/94
Faks: (+09) 976 2081



Ruj. Kami : 100-CK (HEP/UKP 31/8/2)
Tarikh : 28 Disember 2017

Saudara Muhammad Rosmaizul Bin Maidin
No.Pelajar : 2014286876
Universiti Teknologi MARA Cawangan Kelantan
Kampus Machang
Bukit Ilmu
18500 Machang
KELANTAN DARUL NAIM

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Saudara

**PELANTIKAN SEBAGAI PEMIMPIN MINGGU DESTINI SISWA SESI MAC – JULAI 2018
(DIPLOMA INTERIM)**

Perkara di atas adalah dirujuk.

2. Sukacitanya dimaklumkan bahawa Bahagian Hal Ehwal Pelajar UiTM Cawangan Kelantan akan mengadakan **Program Minggu Destini Siswa** pada 02 – 05 Januari 2018.
3. Sehubungan dengan itu, pihak Universiti dengan sukacitanya melantik saudara sebagai **Pemimpin Minggu Destini Siswa Sesi Mac – Julai 2018 (Diploma Interim)**.

Dengan pelantikan ini diharap saudara dapat memberikan komitmen yang padu demi membantu Universiti bagi memastikan kelancaran perjalanan program tersebut.

DR HAJI TUAN MOHD ROSLI TUAN HASSAN
Rektor

**UiTM Sentiasa
Di
Ku**



Sijil Penghargaan

Adalah Diperakui Bahawa

**MUHAMMAD ROSMAIZUL BIN MAIDIN
920728115663**

Telah Memberi Sumbangan dan Kerjasama Sebagai

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

Yang Telah Berlangsung Pada

02 – 05 Januari 2018

Bertempat Di

UiTM Cawangan Kelantan

Anjuran

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

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





UNIVERSITI TEKNOLOGI MARA

Sijil Penghargaan

*Setinggi-tinggi penghargaan dan tahniah
kepada*

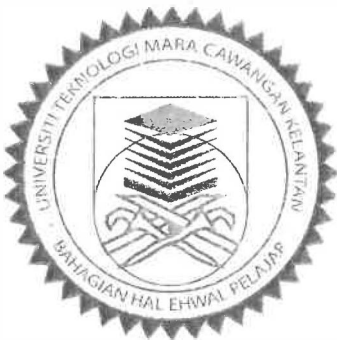
**MUHAMMAD ROSMAIZUL BIN MAIDIN
2014286876**

atas sumbangan sebagai

PENGARAH PROJEK

sempena

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



DR. SHAHSUZAN ZAKARIA
Timbalan Rektor
Hal Ehwal Pelajar



LOG BOOK



NO: NAME: MUHAMMAD ROSMAIDUL
BIN MAIDIN

DEPT: HEA EPF:

I/C: AGE: SEX:

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	07:52			17:03		
17	07:53			15:32		
18						
19						
20	07:49			17:04		
21	07:49			17:02		
22	07:54			17:05		
23	07:52			17:05		
24	07:55			15:34		
25						
26						

NO:		NAME: MUHAMMAD ROSMAIZUL BIN MAIDIN	1
DEPT: HEA		SECT: AUG - DEC 2017	

FOR THE MONTH OF OCTOBER YEARS 2017

Date	MORNING		AFTERNOON		OVERTIME		Daily Total
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4	07:57			17:00			
5	07:50			15:12			
6							
7							
8	07:5			17:02			
9	07:9			17:02			
10	07:26			17:02			
11	07:21			17:38			
12	07:53			15:10			
13							
14							
15	07:16			17:05			

JUBAH BINTI MOHAMED NAZIR
 Pengerusi Kanan,
 Jawaja Akademi,
 Ipoh Kelantan,
 Kelantan.



NO: NAME: MUHAMMAD ROSMADUL BIN MAIDIN

DEPT: HEA EPF:

I/C: AGE: SEX:

	HOURS:	DATE	AMOUNT
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	07:55			18:28		
17	08:05			16:52		
18						
19	08:03			15:38		
20						
21						
22	07:50			17:10		
23	08:12			17:05		
24	08:04					
25	08:15			18:04		
26	07:55			15:53		
27						

NO:		NAME: MUHAMMAD ROSMAIZUL BIN MAIDIN		1
DEPT: HEA		SECT: <u>06030013</u> 2017		

FOR THE MONTH OF NOVEMBER YEARS 2017

Date	MORNING		AFTERNOON		OVERTIME		Daily
	IN	OUT	IN	OUT	IN	OUT	
1	8:08:18			5:17:16			
2	8:07:54			5:17:01			
3							
4							
5	8:07:53			5:17:10			
6	8:08:08			5:17:22			
7	8:08:10			5:17:03			
8							
9	8:08:08			5:17:06			
10	8:08:08			5:15:35			
11							
12	8:00			17:00			



NO: _____ NAME: _____

DEPT: _____ EPF: _____

I/C: _____ AGE: _____ SEX: _____

HOURS: _____ DATE: _____ AMOUNT: _____

ORDINARY TIME _____

OVERTIME _____

LESS _____

NET WAGES _____

Date	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16	8:10			17:40		
17						
18						
19						
20						
21						
22						
23						
24						
25						
26	8:00			17:30		
27	8:00			17:00		
28						
29						
30						

10-15212-01
 UNIVERSITI
 TEKNOLOGI
 MALAYSIA

NO:		NAME	
DEPT:		EPF:	
I/C:	AGE:	SEX:	
H	DATE	AMOUNT	
ORDINARY TIME			
OVERTIME			
LESS			
NET WAGES			

Date	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16						
17	8:00			17:30		
18	8:00			18:10		
19	8:40			18:15		
20	8:15			18:20		
21	8:15			17:10		
22						
23						
24	08:10			17:30		
25	08:15			16:45		
26	08:50			18:30		
27	10:00			18:45		
28	07:40			18:20		
29						
30						
31	08:30			18:20		

NO:	NAME: MUHAMMAD ROSMAHZUL BIN MAIDIN 1	
DEPT: HEA	SECT: OGOS - DIS 2017	

FOR THE MONTH OF DECEMBER YEARS 2017

Date	MORNING		AFTERNOON		OVERTIME		Daily
	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							
5							
6	8:00			17:30			
7	8:00						
8							
9							
10	8:00			17:40			
11	8:00			17:10			
12	8:30			17:10			
13	8:30			17:50			
14	8:40			18:15			
15							

WAJIBAN HENTI MUHAMMAD MAZIR
 Petrus Akarlem,
 angan Kelantan,
 Hampu Ma tang.

DATE: 01 - August - 2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8 - 9:50 am - Lapor Diri di HEA dan Pendaftaran	
10 am - Discussion utk tolong update laptop TR HEA.	
12:47 pm - Reskarch berkaitan Disk Recovery	
1:15 - 2:15 pm - Lunch break	
3:20 pm - Tolong Puan Nojibah susun fail konvo.	
3:45 pm - Selesaikan masalah Disk Space utk PC Kounter HEA.)

NAJIBAH BINTI
 Penolong Pendaftar Kanan,
 Bahagian Hal Ehwal Akademik,
 UITM Cawangan Kelantan,
 Kampus Machang

EXTRACT NATURE OF WORK DONE

8 am - Masuk pejabat dan melaksanaan

Susun atur pada pejabat

8:30 am - Menolong Faris untuk mengemas
kini laptopnya

10:15 am - Meeting dan discussion bersama

Dr. Ghazali dan Sir. Zhafran
Berkaitan Special Project.

NAJIBAH BINTI

Penolong Pe
Bahagian Hal
UTM Cawm

SUPERVISOR REMARKS

DATE: 9-AUGUST-2017 (Wednesday)

EXTRACT NATURE OF WORK DONE

8 am - Masuk pejabat dan melaksanaan susun
atur pada pejabat

10 am - Research literature System untuk
special projects.

2pm - Membuat filing

NAJIBAH BINTI
Penolong
Bahagian Ha
UTM Caw
Kampu

SUPERVISOR REMARKS



DATE : 10-September-2017 (Sunday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8 am - Masuk pejabat dan melakukan tugas seperti biasa.	
10 am - Menolong staf HBA menjaga dan mengambatkan pelajar baru pada hari pendaftaran Pelajar Baru Penempatan Isazah di HRD A.	
CUTI AWAM	
PELEPASAN	
AGONG	

YUBAH BINTI MOHAMMAD
 Penolong Pendaftar Kejuruteraan Hal Ehwal Akademik
 UTM Cawangan Kelantan
 Kampus Matrang

DATE : 11-September-2017 (Monday)

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
8 am - Masuk pejabat masam biasa.	
10 am - Meninjau kaunter HBA.	
3 pm - Menolong staf HBA dan Technician di blok D untuk menempal banner. Masam dan signage di blok D.	

YUBAH BINTI MOHAMMAD
 Penolong Pendaftar Kejuruteraan Hal Ehwal Akademik
 UTM Cawangan Kelantan
 Kampus Matrang

(Perubatan 9—Pin. 15/93)

CKT E No. 0604315

SIJIL CUTI SAKIT

Dengan ini saya mengesahkan bahawa saya telah
memeriksa Encik/Cik/Puan Muhammad Resnaizul
bin Maidin (920728-11-5668)
dari Kementerian/Jabatan Yg Berkenaan

dan mendapati yang beliau:

- (a) Tidak sihat untuk menjalankan tugasnya dengan
sempurna selama 3 (Tiga) hari
daripada 17/09/17 hingga 19/09/17
- (b) Boleh bertugas semula pada
- (c) Beliau dikehendaki datang semula untuk
pemeriksaan pada

[Potong (b) atau (c) mengikut mana yang tidak
berkenaan].

17/09/17
Tarikh

Klinik/Hospital
(Cop Rasmi)

DR. MUH. Resnaizul bin Maidin
MBBS
No. Pendaftaran Penuh MPM. 55219
Pegawai Perubatan UD 48
Hospital Tanah Merah, Kelantan

Nama
(Huruf Besar)

DATE : 01-11-2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Membuat tugas yang sama seperti kemarin.	
NAJIBAH BINTI MOHA Penolong Pensyaja Bahagian Hal Ehwal A UTM Cawangan Ke Kampus Mach...	

DATE : 02-11-2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
//	
//	

DATE : 28-11-2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Ulangkaji carta alir kerja di department	
- Membantu staf di department dan di kaunter	
- Mengambing penyusunan Hekod.	

DATE : 28-11-2017

EXTRACT NATURE OF WORK DONE	SUPERVISOR REMARKS
- Mengambing diskusi untuk subside SAD 2.	
- Mengambing coding untuk projek ATP.	

