28ᵗʰ June 2018

UNIVERSITI TEKNOLOGI MALAYSIA (UTM)
Sekretatial Latihan Industri,
Fakulti Komputeran,
81310 Skudai, Johor

Dear Sir/Madam,

ACCEPTANCE FOR INDUSTRIAL TRAINING

We wish to inform you that the Management of **Johor Port Berhad** has accepted your student, **Muhammad Izzad Rasyidi bin Jahan** to undergo the industrial training at our **Information, Technology & Communication (ICT) Department** effective from **3ʳᵈ September 2018 until 18ᵗʰ January 2019**. He will be reporting to **Encik Mohamad Taufik Bin Abdul Razak, Information, Technology & Communication (ICT) Department** throughout the internship period.

The working hours shall be from 8.30am to 5.30pm; Monday to Friday. He will be paid an allowance of **RM400.00** per month (subjected to daily attendance) and he is not eligible to any other Company's benefits entitled by the permanent employees.

During his tenure in **Johor Port Berhad,** he is required to uphold the Company's image and reputation and abide to all the Company's rules and regulations especially on the safety aspect.

Any confidential information entrusted with or passed on to her during the internship period with the Company shall not be disclosed unless otherwise permitted by the Company in writing. Any inventions, discoveries, improvement or products developed within the scope of Company's business by his during the internship are deemed to be the intellectual property of the Company and shall not be used in any other area unless otherwise permitted by the Company in writing.

We hope his experience in **Johor Port Berhad** will be beneficial and memorable.

Thank you.

Yours faithfully,
JOHOR PORT BERHAD

HERMEE BIN TAHIR
Head, Human Resources & Administration

I, _MUHAMMAD IZZAD RASYIDI BIN JAHAN_ , NRIC No. ____961112-01-5139_____ agree to accept this offer to be attached as an Industrial Trainee under the conditions set by the Company.

I do hereby agree and understand that in the event of any mishap and/or accident resulting in injury or death or any losses and expenses of whatsoever nature and howsoever suffered by me, the Company shall not be responsible and/or liable to me and/or whomsoever deriving title from me.
I agree unequivocally and absolutely that I and/or whomsoever deriving title from me shall not be instituting any proceedings or legal action against the company.

Signature : ....

Date : ...12/7/2018...........................

UTM | Faculty of Computing
UNIVERSITI TEKNOLOGI MALAYSIA

Sekretariat Latihan Industri
Fakulti Komputeran,
Universiti Teknologi Malaysia,
81310 SKUDAI, JOHOR
Fax: 07-5538822 Tel: 07-5538820
Email: jkli@cs.utm.my

ACCEPTANCE FORM FOR INDUSTRIAL TRAINING STUDENT
(BORANG KESEDIAAN MENERIMA PELAJAR UNTUK LATIHAN INDUSTRI)

(This form must be filled by organisation and must be returned to the faculty)
(Borang ini hendaklah diisi oleh pihak organisasi dan dikembalikan kepada fakulti)

Student's Name and Address (to be filled by student) :
Nama dan Alamat Pelajar (diisi oleh pelajar) :

MUHAMMAD IZZAD RASYIDI BIN JAHAN

1116, JALAN KELICAP,

FELDA ULU PENGGELI,

86007, KLUANG, JOHOR.

Program
(Programme) :   SCSB ☐   SCSD ☐   SCSV ☐   SCSJ ☑   SCSR ☐

To be completed by organisation (Untuk diisi oleh pihak organisasi)

Name of organisation
Nama Institusi : Johor Port Berhad

JOHOR PORT BERHAD
(CO NO: 253394-D)
P.O. BOX 151,
81707 PASIR GUDANG, JOHOR.
TEL: 072535888 FAX: 07-2518224

Address :
Alamat : P.O. Box 151

Postcode
Poskod : 8 1 7 0 7   District :
Daerah : Pasir Gudang

Website
(Laman Web) : www.johorport.com.my

Assigned Department for student :
(Jabatan/Unit yang bakal menempatkan pelajar) : ICT

Name of Contact Person(CP) /Officer :
(Nama Pegawai untuk dihubungi) : Dina Asyikin Zaibudin

CP Mobile Number:
(No HP Pegawai): —

CP Phone(Office):
(No.Telefon Pegawai(Pejabat)): 072535888

CP Fax Number:
(No Fax Pegawai): 072518224

Email:
(Emel): dina@johorport.com.my

We ☑ **agree** ☐ **do not agree** to accept the student from the Faculty of Computing, UTM Skudai for Industrial training in our organisation.
*Kami ☐ **bersetuju** ☐ **tidak bersetuju** menerima pelajar dari Fakulti Komputeran, UTM Skudai untuk menjalani Latihan Industri di organisasi kami.*

Facilities and amenities provided for students:
Kemudahan yang ditawarkan kepada pelajar:

Accomodation *Tempat Tinggal*	Not provided *Tiada*	X	Provided *Ada*	
Allowance *Elaun*	Not provided *Tiada*		Provided *Ada*	X If yes (Jika Ya): Payment Method (Kaedah Bayaran): ☒ Monthly payment *(Bayaran Bulanan)* RM: **400** ☐ Incentive money RM:_____ *(Duit Saguhati)*
Transportation *Pengangkutan*	Not provided *Tiada*	X	Provided *Ada*	
Facilities and Equipment *Fasiliti dan Kemudahan*	Not provided *Tiada*		Provided *Ada*	X Computer / *Komputer* ☐ Printer / *Pencetak* ☒ Internet ☒ Workspace / *Ruang kerja* ☒

Etc (please state) : _____

Lain-lain (sila nyatakan) _____

Fields offered for student throughout their industrial training
(Bidang yang ditawarkan kepada pelajar yang menjalani Latihan Industri

Please tick ☑ at the appropriate boxes.

Sila tandakan ☑ pada kotak yang sesuai.

☐ **Database & Information Systems**
[System Development, System Analysis & Design, Office Automation, Database, Information System Quality, Knowledge Management, IT Entrepreneur, Data Mining]
Sistem Maklumat
(Pembangunan Sistem, Rekabentuk & Analisa Sistem, Automasi Pejabat, Pengkalan Data, Kualiti Sistem Maklumat, Pengurusan Maklumat, Keusahawan IT, Perlombongan Data)

☒ **Computer Network & Security**
[System Development, System Analysis, System Integration, Data Communication, O/S, Compiler, Computer System Configuration, , Network Security, Data Security, Distributed System, Embedded System]
Sistem Komputer
(Pembangunan Sistem, Analisa Sistem, integrasi sistem, Komunikasi Data, Sistem Pengoperasian, Pengkompil, Konfigurasi Sistem Komputer, Keselamatan Rangkaian, Keselamatan Data, Sistem Teragih, Sistem Terbenam)

☐ **Software Engineering**
[Software Development, Software Maintenance, Artificial Intelligent System , Embedded Real Time Software, Algorithm]
Kejuruteraan Perisian
(Pembangunan Perisian, Penyelenggaraan Perisian, Sistem Kepintaran Buatan, Perisian Masa Nyata Terbenam, Algoritma)

☐ **Industrial Computing**
[System Development, Inventory Control, Quality Control, CAD/CAM, Modelling & Simulation, Data Analysis, Industrial Automation]
Komputeran Industri
(Pembangunan Sistem, Kawalan Inventori, Kawalan Mutu, CAD/CAM, Permodelan & Simulasi, Analisa Data, Automasi Industri)

☐ **Graphics and Multimedia**
(Computer Graphics, Image Processing & Pattern Recognition, Computer Animation, Computer Games, Geographical Information System, Visualization, Computer Vision, Multimedia Development, Video & Audio in Multimedia, HCI)
Grafik dan Multimedia
(Grafik Berkomputer, Pemprosesan Imej & Pengecaman corak, Animasi Komputer, Permainan Komputer, Sistem Maklumat Bergeografi, Visualisasi, Visi Komputer, Multimedia Development, Video & Audio in Multimedia, HCI)

☐ **Bioinformatics**
(Database, Visualisation, HCI, Software Design and Development, High Performance and Parallel Computing, Grid Computing)
Bioinfomatik
(Visualisasi, Pangkalan Data, Interaksi Manusia dan Komputer, Pembangunan dan Rekabentuk Perisian, Komputeran Selari dan Prestasi Tinggi, Komputeran Grid)

☐ **Etc** (please state):
Lain-lain *(sila nyatakan):*

_____

_____

Please specify specific training scope offered to students:
Sila nyatakan bidang latihan industri yang ditawarkan kepada pelajar:

_____

_____

Any other issues to notify the Industrial Training Comittee:
Perkara-perkara lain yang ingin dimaklumkan kepada Ahli Jawatankuasa Latihan Industri:

_____

_____

_____

Approval from Organisation
Pengesahan Daripada Organisasi

Officer's Name   : Dina Asyikh Zaibudin
Nama Pegawai

Position   : Senior Executive   Date : 29/06/18
Jawatan   *Tarikh*

....
(Signature)   **DINA ASYIKIN BINTI ZAIBUDIN**
(Tandatangan)   Senior Executive
                                Human Resources (Official Stamp)
                                Johor Port Berhad

(This form is not valid until approval from organisation is obtained)
(Borang ini adalah TIDAK SAH tanpa Pengesahan Daripada Organisasi)

(For the industrial training comittee, FC use only)
(Untuk diisi oleh Jawatankuasa Latihan Industri, FK)

Name of Committe Member   : _____
Nama AJK LI

Date of Accepatance : _____   Signature : _____
Tarikh Diterima   *Tandatangan*

INDUSTRIAL TRAINING PLAN
ICT DEPARTMENT

Date/ Week	No. of Days	Description	Person In charge
Week 1	1 weeks	**Introduction to ICT Department** **ICT Admin, Help Desk** • Section job function • Help Desk processes and responsibilities	Reps From ICT Administration
Week2	1 week	**ICT Governance** • Unit job Function • ISMS 27001:2013 – brief/policies/procedures	Reps From ICT Governance
Week 3	2 week	**ICT Project Management** • **Project Management Life Cycle** - Project Initiation, Project Planning, Project Execution, Project Monitoring and Control, Project Closure • **Project Initiation** - Exposure to preparation project charter, Justification/Bidding Strategy/RFP	Reps From ICT Project Management
Week 5	3 weeks	**ICT Technical Support** • Job assignment • Job execution/troubleshooting • Job close	Reps From ICT Technical Support
Week 9	2 weeks	**Infrastructure** • Servers • Data Centers • Computer Networking • System Backup, Policies and Procedures • Security • Maintenance	Reps From ICT Infrastructure
Week 11	2 week	**Applications** • JCTS- Johor Container Terminal System related to container problem for JCT • MPTS- Multi Purpose Terminal System related to Operation Parts for BBT Department • FZIPS- Free Zone Information Processing System related to Free Zone Department and relating to Custom, goods Stuck, and etc. • MSS- Marine Services System on vessel management (vessel in) • VCS- Vessel Clearance System for vessel out • SnS & CEP- Update details at JPB main entrance &	Reps From ICT Applications