

28th June 2018

UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

Sekretariat 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, _____, NRIC No. _____ 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 :



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 PENGGEI,

86007, KLUANG, JOHOR.

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

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

Name of organisation : Johor Port Berhad
Nama Institusi : JOHOR PORT BERHAD
(CO. NO: 253394-D)
P.O. BOX 151
81707 PASIR GUDANG, JOHOR.
TEL: 072535888 FAX: 07-2516224

Address : P.O. Box 151
Alamat :

Postcode : 81707
Poskod : District : Pasir Gudang
Daerah :

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

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

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

CP Mobile

Number:

(No HP Pegawai):

CP Fax Number:

(No Fax Pegawai):

CP Phone(Office):

(No. Telefon Pegawai(Pejabat)):

Email:

(Emel):

072518224

072535888

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:

Accommodation Tempat Tinggal	Not provided Tiada	<input checked="" type="checkbox"/>	Provided Ada	<input type="checkbox"/>
Allowance Elaun	Not provided Tiada	<input type="checkbox"/>	Provided Ada	<input checked="" type="checkbox"/> If yes (Jika Ya): Payment Method (Kaedah Bayaran): <input checked="" type="checkbox"/> Monthly payment (Bayaran Bulanan) RM: <u>400</u> <input type="checkbox"/> Incentive money RM: _____ (Duit Saguhati)
Transportation Pengangkutan	Not provided Tiada	<input checked="" type="checkbox"/>	Provided Ada	<input type="checkbox"/>
Facilities and Equipment Fasiliti dan Kemudahan	Not provided Tiada	<input type="checkbox"/>	Provided Ada	<input checked="" type="checkbox"/> Computer / Komputer <input checked="" type="checkbox"/> Printer / Pencetak <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> 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, Pangkalan 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, Analisis 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)
Bioinformatik
(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 Committee:

Perkara-perkara lain yang ingin dimaklumkan kepada Ahli Jawatankuasa Latihan Industri:

Approval from Organisation Pengesahan Daripada Organisasi	
Officer's Name Nama Pegawai	: Dina Asyikin Zaibudin
Position Jawatan	: Senior Executive
	Date Tarikh: 29/06/18
(Signature) (Tandatangan)	DINA ASYIKIN BINTI ZAIBUDIN Senior Executive Human Resource 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 committee, FC use only) (Untuk diisi oleh Jawatankuasa Latihan Industri, FK)	
Name of Committee Member Nama AJK LI	: _____
Date of Acceptance Tarikh Diterima	: _____
Signature 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 <ul style="list-style-type: none"> Section job function Help Desk processes and responsibilities 	Reps From ICT Administration
Week2	1 week	ICT Governance <ul style="list-style-type: none"> Unit job Function ISMS 27001:2013 – brief/policies/procedures 	Reps From ICT Governance
Week 3	2 week	ICT Project Management <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Job assignment Job execution/troubleshooting Job close 	Reps From ICT Technical Support
Week 9	2 weeks	Infrastructure <ul style="list-style-type: none"> Servers Data Centers Computer Networking System Backup, Policies and Procedures Security Maintenance 	Reps From ICT Infrastructure
Week 11	2 week	Applications <ul style="list-style-type: none"> 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



INDUSTRIAL TRAINING PLAN ICT DEPARTMENT

Date/ Week	No. of Days	Description	Person In charge
		Container Terminal entrance	
Week 12	1 week	Back-Office System <ul style="list-style-type: none">• Finance• HRMS• Central Store	Reps From ICT Back-Office System
Total	12 Weeks		