



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**BUKU LOG
LATIHAN INDUSTRI**

**INDUSTRIAL TRAINING
LOG BOOK**

**JABATAN PERANCANGAN BANDAR DAN WILAYAH, FAKULTI ALAM BINA,
UNIVERSITI TEKNOLOGI MALAYSIA, SKUDAI**

Department of Urban Regional Planning, Faculty of Built Environment, Universiti Teknologi Malaysia, Skudai

MAKLUMAT PERIBADI/ PERSONAL DETAILS

Nama/ Name	_____
Tahun Pengajian/ Year of Study	_____
Sesi/ Session	_____
Alamat Rumah/ Home Address	_____ _____ _____
Poskod/ Post Code	_____
No.Kad Pengenal/ Identification Card No.	No.Telefon/Tel. Bimbit/ Telephone/Hphone No. _____
Tempoh Latihan/ Duration of Training	No.Kad Matrik/ Metric Card No. _____ e-mel/ e-mail: _____ / / 2010 - / / 2010

MAKLUMAT AGENSI/ AGENCY DETAILS

Agensi/ Agency	_____
Unit/ Section	_____
Alamat/ Address	_____ _____ _____
Poskod/ Post Code	_____
No. Telefon & Samb. Telephone No. and Ext.	No.Fax./ Fax No. : _____ e-mel/ e-mail: _____
Penyelia Latihan/ Training Supervisor	_____
Tempoh Latihan/ Duration of Training	/ / 2010 - / / 2010

Sekiranya berlaku kecemasan, sila hubungi :

In case of emergency, please contact:

Nama/ Name	_____
Alamat/ Address	_____ _____ _____
Poskod/ Post Code	_____
Tel. Rumah/ Home Tel. No.	Tel. Bimbit/ Hphone No.: _____ Tel. Pejabat/ Office No.: _____

UTM Vision, Mission & Goals



VISION
To be recognised as a world-class centre of academic and technological excellence

MISSION
To be a leader in the development of human capital and innovative technologies that will contribute to the nation's wealth creation

STRATEGIC OBJECTIVES

Contribute to human capital development by providing quality education

Provide leadership & contribution through research & innovation

Achieve desirable image & branding that fulfills the requirements of stakeholders

Contribute to society through community engagement and outreach

INSTITUTIONAL GOALS

GOAL 1
Enhance Quality Education

GOAL 2
Enhance Excellence in Research, Innovation and Graduate Education

GOAL 3
Enhance Professional Training and Lifelong Learning

GOAL 4
Enhance International Standing

GOAL 5
Strengthen Community Outreach

GOAL 6
Provide Quality Management and Effective Risk Management

Inspiring Creative & Innovative Minds

Office of Corporate Affairs,
UTM Skudai, Johor

1.0 OBJEKTIF LATIHAN

Latihan Industri ini mempunyai tiga objektif utama iaitu :

- a) Memberi peluang kepada pelajar melibatkan diri dalam berbagai aspek kerja perancangan bandar dan wilayah yang dijalankan oleh Jabatan dan agensi perancangan bandar.
- b) Mempraktikkan pengetahuan teori dan kemahiran yang diperolehi semasa kuliah di samping mengukuh dan meningkatkan pengetahuan dan kemahiran tersebut melalui penglibatan dalam projek-projek perancangan.
- c) Memberi peluang kepada pelajar untuk menimba ilmu pengetahuan dan pengalaman dari ahli professional perancangan di samping membantu mereka di dalam tugas-tugas yang dijalankan.

2.0 SKOP LATIHAN

Skop latihan industri bagi Program Sarjana Muda Perancangan Bandar dan Wilayah meliputi;

- a) Menjalankan kajian-kajian kemungkinan untuk pelbagai projek pembangunan.
- b) Menjalankan kajian - kajian penyelesaian masalah.
- c) Menjalankan kerja-kerja lapangan, analisis data dan penyelidikan.
- d) Menyediakan pelan-pelan untuk pembangunan perumahan, per-industrian, perniagaan dan projek-projek rekreasi serta pelancongan.
- e) Memahami sistem kawalan pembangunan iaitu meliputi pemakaian alat-alat kawalan, perundangan - perundangan yang berkaitan, bidangkuasa, peranan dan fungsi Jabatan/Unit yang berkaitan.
- f) Menjalankan projek-projek khusus seperti perancangan bandar, perancangan luar bandar, perancangan wilayah, penyediaan Rancangan Struktur Negeri, Rancangan Tempatan Daerah dan Rancangan Kemajuan Khas, projek-projek pembaharuan semula bandar/pembaikan, pemulihan dan pemuliharaan bandar.
- g) Memahami pentadbiran, per-khidmatan, pengurusan kewangan dan pelaksanaan pembangunan oleh kerajaan tempatan.
- h) Memahami organisasi Jabatan/ Agensi dan pengagihan tugas perancangan, skop tugas dan bidang kuasa seorang pegawai perancang bandar dan pembantu pegawai perancang bandar di peringkat negeri dan tempatan.
- i) Lain-lain bidang kerja yang wajar bagi pelajar perancangan bandar dan wilayah.
- j) Menyediakan Laporan Latihan Industri.

1.0 TRAINING OBJECTIVES

The Industrial Training has three main objectives,

- a) To provide opportunities for students to be involved in the various aspects of urban and regional planning works undertaken by the urban planning department or agency.*
- b) To practice the theoretical knowledge and skills acquired during lectures while strengthening and enhancing those knowledge and skills through involvement in the planning projects.*
- c) To provide opportunities for students to acquire knowledge and experience from the professional planners while assisting them in undertaking the tasks*

2.0 SCOPE OF TRAINING

The scope of industrial training for the Bachelor of Urban and Regional Planning program covers;

- a) Undertake feasibility studies for various development projects.*
- b) Undertake problem solving studies.*
- c) Undertake field studies, data analysis and research.*
- d) Preparation of plans for residential, industry, commercial, recreational and tourism development.*
- e) Understanding the development plan system covering the implementation of control tools, the related legislations, the role, function and authority of related Department/ Unit.*
- f) Undertake specific projects such as urban planning, rural planning, regional planning, and preparation of State Structure Plan, District Local Plan and Special Area Plan, urban renewal project, urban conservation and preservation.*
- g) Understanding the administration, services, financial management and development implementation of local government.*
- h) Understanding the organization of the Department/ Agency, division of planning work, scope of work and the authority of the planning officer and assistant planning officer at state and local level.*
- i) Other areas of work that is appropriate for the urban and regional planning students.*
- j) Preparation of the Industrial Training Report.*

3.0 PANDUAN LATIHAN INDUSTRI

3.1 Panduan untuk Pegawai Penyelia (Agensi)

- a) Mengesahkan pelajar telah melapor diri di Agensi berkenaan dengan menandatangani **Borang A**.
- b) Memberikan tugas kepada pelajar dan menyelia tugas berkenaan dari masa ke semasa.
- c) Mengesahkan kerja-kerja mingguan pelajar di dalam **Buku Log**.
- d) Membuat penilaian ringkas terhadap prestasi pelajar semasa jangkamasa latihan dengan melengkapkan **Borang C dan D**.

3.2 Panduan untuk Pensyarah Jabatan

- a) Membuat lawatan ke tempat-tempat latihan dan berbincang dengan **pegawai penyelia latihan dan pelajar** bagi melihat kemajuan pelajar dan membantu menyelesaikan sebarang masalah jika perlu.
- b) Menyemak dan mengesahkan tugas mingguan pelajar dan kemajuan pelajar di dalam **Buku Log** pelajar semasa lawatan tersebut.
- c) Membuat penilaian terhadap prestasi pelajar semasa lawatan dengan melengkapkan **Borang B**.

3.3 Panduan untuk Pelajar

- a) Pelajar dikehendaki melengkapkan Borang Pengesahan Lapor Diri (**Borang A**) pada minggu pertama latihan.
- b) Pelajar dikehendaki mengisi **Buku Log** setiap hari dan meminta pengesahan daripada pegawai penyelia yang bertanggungjawab sekali dalam seminggu.
- c) Pelajar dikehendaki menulis satu **Laporan Latihan Industri** (rujuk lampiran 1 dan 1a). **Laporan ini dan Buku Log** mestilah diserahkan kepada Jabatan pada tarikh yang ditetapkan oleh Penyelaras Latihan Industri.
- d) Pelajar hendaklah **mematuhi segala arahan** yang diberikan oleh pegawai yang bertanggungjawab dan juga pensyarah Jabatan/Universiti.
- e) Pelajar hendaklah mematuhi **jangkamasa latihan** yang telah ditetapkan oleh Jabatan/Universiti.
- f) Pelajar tidak dibenarkan **menukar tempat latihan** tanpa kebenaran dan kelulusan Jabatan/Universiti.
- g) Pelajar adalah tertakluk kepada **peraturan-peraturan**, disiplin dan aktiviti yang disediakan/dianjurkan oleh Jabatan/Agensi.
- h) Pelajar **tidak dibenarkan** mengambil/ memuat turun sebarang maklumat daripada Agensi tempat latihan industri kecuali dengan kebenaran/kelulusan Agensi berkenaan.
- i) Pelajar **tidak berhak mendapat cuti** selain daripada cuti-cuti umum. Jika sekiranya berlaku apa-apa perkara di luar dugaan, cuti mesti diperolehi daripada pegawai penyelia yang bertanggungjawab dan dimaklumkan kepada Jabatan/Universiti.

3.0 INDUSTRIAL TRAINING GUIDELINES

3.1 Guidelines for Supervising Officer (Agency)

- a) Confirmed that the student has reported at the Agency by endorsing **Form A**.
- b) Allocate tasks to the student and supervise the work from time to time.
- c) Endorsed the student's weekly work in the **Log Book**.
- d) Give brief evaluation of the student's performance during the training by completing **Form C and D**.

3.2 Guidelines for the Department Lecturer

- a) Visits the training agencies and discuss with the **supervising officer and student** to view the student's progress and assist in solving any problems if required to.
- b) Check and endorse the student's weekly works and progress in the student's **Log Book** during the visit.
- c) Make assessment of the student's performance during the visit by completing **Form B**.

3.3 Guidelines for Student

- a) Student is required to complete the Confirmation Of Attending Industrial Training Form (**Form A**) during the first week of training.
- b) Student is required to complete the **Log Book** every day and have it endorsed by the supervising officer concerned once a week.
- c) Student is required to write an **Industrial Training Report** (refer appendix 1 and 1a). **The report and Log Book** must be sent to the Department by the date determined by the Industrial Training Coordinator.
- d) Student is required to **abide by all directives** given by the officer concerned and by the Department/ University Lecturer.
- e) Student is required to abide by the **duration of training** as stipulated by the Department/University.
- f) Student is not allowed to **change the place of training** without the consent and approval of the Department/ University.
- g) Student is subject to the **rules**, discipline and activities provided/ organized by the Department/Agency.
- h) Student is **not allowed** to take/ download any information from the Agency of training except with the consent/approval of the Agency.
- i) Student has **no right to take leave** other than public holidays. If in any circumstances an unexpected event do occur, leave can be obtained from the supervising officer concerned and informed it to the Department/ University.

KAMPUS SKUDAI, JOHOR		No. Telefon/ Telephone No.
SKUDAI CAMPUS, JOHOR		
Semua Pertanyaan	<i>Enquiries</i>	Tel : 07-5533333
PEJABAT	OFFICES	Tel. (Samb.)/ Tel. (Ext.)
Canselari	Chancellery	
Pejabat Naib Canselor	<i>Office of the Chancellery</i>	30692
Unit Perhubungan Awam	<i>Public Relations Unit</i>	30366
Unit Perkhidmatan & Sokongan Pelajar	<i>Students Service and Support Unit</i>	30485/30437
Pusat Ko-kurikulum	<i>Co-Curriculum Centre</i>	32284/6
Pejabat Pendaftar	Registrar Office	
Unit Kemasukan & Rekod	<i>Admission and Records Unit</i>	30464
Unit Latihan & Kerjaya	<i>Career and Training Unit</i>	30416
Unit Peperiksaan	<i>Examination Unit</i>	30324
Pejabat Hai Ehwat Pelajar	Students Affairs Office	
Bahagian Perkhidmatan dan Kemudahan	<i>Service and Facilities Division</i>	30261
Unit Perhubungan Pelajar/Aktiviti Pelajar	<i>Students Communication/ Activities Unit</i>	30251
Unit Sukan/Komplek Sukan	<i>Sports/ Sports Complex Unit</i>	35766
MPP Siswa	<i>Student Representative Council (M)</i>	30503
MPP Siswi	<i>Student Representative Council (F)</i>	30518
Pusat Kesihatan UTM	<i>UTM Health Centre</i>	37223/37227
Perpustakaan	Library	
Pejabat Am	<i>Main Office</i>	30128
Bendahari	Treasury	
Pejabat Am (Bhg. Kewangan)	<i>Main Office (Financial Division)</i>	30270
Pejabat Am (Bhg. Pelajar)	<i>Main Office (Students Division)</i>	30152
Alam Bina	Built Environment	
Pejabat Dekan	<i>Office of the Dean</i>	30601
Pejabat Am	<i>Main Office</i>	30603

PEJABAT DEKAN FAKULTI ALAM BINA FACULTY of BUILT ENVIRONMENT DEAN OFFICE	Tel. (Samb.)/ Tel. (Ext.)
Ahmad Nazri bin Muhammad Ludin, Dr. Prof. Madya/ Dekan Assoc. Prof./ Dean	30600
Roslan Amiruddin, Dr. Prof. Madya/ Timb. Dekan Akademik & Pentadbiran Assoc. Prof./ Deputy Dean Academic & Administration	30610
Mohd. Rashid Embi, Dr. Prof. Madya/ Timb. Dekan Lepas Ijazah & Penyelidikan Assoc. Prof./ Deputy Dean Academic & Administration	30611
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Ho Chin Siong, Dr Profesor/ Timbalan Pengarah Hal Ehwal Antarabangsa Professor/ Deputy Director International Affairs	30768
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Mohammad Rafee bin Majid, Dr. Pensyarah Kanan/ Ketua Makmal Alam Sekitar Senior Lecturer./ Head of Environmental Laboratory	37365
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Abd. Rahim bin Md. Yunus Prof. Madya Assoc. Prof.	30748
Safizahanin binti Mokhtar Tutor Tutor	37305

Noordini bt. Che' Man Pensyarah (Cuti belajar) <i>Lecturer (study leave)</i>	
Norhazliza bt. Abd. Halim Pensyarah (Cuti belajar) <i>Lecturer (study leave)</i>	
Siti Hajar bt. Misnan Pensyarah (Cuti belajar) <i>Lecturer (study leave)</i>	
Nafisa bt. Hosni Pensyarah (Cuti belajar) <i>Lecturer (study leave)</i>	
Nabila binti Abdul Ghani Tutor (Cuti belajar) <i>Tutor (study leave)</i>	
Supian bin Ahmad, Dr. Profesor Kontrak <i>Contract Professor</i>	
Mahbob bin Salim, Dr. Profesor Kontrak / Pengerusi J/K Kurikulum & Silabus <i>Contract Professor/ Chairman Curriculum & Syllabus Committee</i>	012-7874949
Abdullah bin Ab. Rahman, Dr. Profesor Kontrak / Timbalan Pengarah ISI <i>Contract Professor/ Deputy Director ISI</i>	30752
Chanderasekar Parsuwanthan, Dr. Pensyarah Kanan Kontrak <i>Contract Senior Lecturer</i>	30619
Agatino Rizzo, Dr. Pensyarah Kanan Kontrak <i>Contract Senior Lecturer</i>	37626
Yg. Bhg. Dato' Mohd. Fadzil bin Mohd. Khair Profesor Adjunct / Ketua Pengarah, Jabatan Perancangan Bandar dan Desa, Semenanjung Malaysia. <i>Adjunct Professor/ Director General Federal Town and Country Planning Malaysia</i>	

Skop Tugas bagi Latihan Industri
Scope of Work for the Industrial Training

Tanda (/) tugas yang anda lakukan mengikut minggu
Mark (/) the work you undertake according to week

Tugas-Tugas Perancangan Bandar	Urban Planning Works	1	2	3	4	5	6	7	8
Menyediakan/ Mengulas ▪ Laporan Cadangan Pembangunan ▪ Laporan Rancangan Pembangunan ▪ Laporan Tapak	Preparation/ Comments ▪ Development Proposal Report (LCP) ▪ Development Plans Report ▪ Site Report								
Menyediakan/ Meminda Pelan Susunatur (termasuk konsep dsb.) ▪ Perumahan ▪ Komersial ▪ Industri ▪ Bercampur	Preparation/ Amendments of Layout Plans (including concepts etc.) ▪ Residential ▪ Commercial ▪ Industrial ▪ Mixed								
Menyediakan Pelan Landskap	Preparation of Landscape Plan								
Penyiasatan Tapak/ Survei/ Analisis ▪ Tatatur ▪ Rancangan Pembangunan ▪ Kawalan Pembangunan	Site Investigation/ Survey/ Analysis ▪ Layout ▪ Development Plans ▪ Development Control								
Menyediakan/ Mengulas ▪ Permohonan Perancangan ▪ Kawalan Pembangunan	Preparation/Comments ▪ Planning Application ▪ Development Control								
Menjalankan/ Menyediakan ▪ Penyelidikan/ Kajian ▪ Kertas Kerja	Undertake/ Preparation ▪ Research/Studies ▪ Working Paper								
Urusan Agensi Setempat (OSC)	One Stop Centre Management (OSC)								
Urusan Kaunter/ Rundingan Perancangan	Counter Service/ Planning Enquiry								
Tugas-Tugas Hartanah	Real Estate Works								
Berkaitan Perjanjian jual beli	Related to Sale and Purchase Agreement								
Berkaitan Aliran Tunai/ Pengiraan Kos	Related to Cash flow/ Costing								
Berkaitan Kontrak/ Tender	Related to Contract/ Tender								
Berkaitan Feasibiliti/ Pasaran Hartanah	Related to Feasibility/ Property Market								
Berkaitan Pengurusan Projek/ Binaan	Related to Project/ Construction Management								
Tugas-Tugas Pentadbiran Tanah	Land Administration Works								
Berkaitan Tanah/ Hakmilik	Related to land/ Ownership								
Berkaitan Lesen/ Saman	Related to Licence/ Compound								
Berkaitan isu-isu pentadbiran tempatan	Related to local administrative issues								
Menghadiri Mesyuarat	Attending Meetings								
Mesyuarat Pentadbiran	Administrative Meetings								
Mesyuarat Antara Agensi	Meetings between Agencies								
Mesyuarat Klien-Konsultant	Client-Consultant Meetings								
Mesyuarat Kebajikan/Sukan	Welfare/ Sports Meetings								
Tugas-Tugas Am	General Tasks								
Menyediakan Bahan-Bahan Pembentangan	Preparation of Presentation Materials								
Berurusan dengan Agensi Lain	Contacts with other Agencies								
Membuat Kerja Am Pejabat	Undertake General Office Tasks								
Pengurusan Pameran	Management of Exhibitions								
Kegunaan Peralatan/ Perisian ▪ AutoCad/ MapInfo/ GIS ▪ Sketchup ▪ Powerpoint ▪ Spreadsheet (lain-lain)	Use of Tools/Software ▪ AutoCad/ MapInfo/ GIS ▪ Sketchup ▪ Powerpoint ▪ Spreadsheet (etc.)								

Minggu 2/ Week 2						
Tarikh <i>Date</i>	Ringkasan Tugas <i>Description of Work</i>	Penilaian Penyelia <i>Supervisor's Assessment</i>				
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5

T/Tgn. Pegawai Penyelia
Signature of Supervising Officer

1	2	3	4	5
Tidak Memuaskan <i>Unsatisfactory</i>	Kurang Memuaskan <i>Fairly Unsatisfactory</i>	Sederhana Memuaskan <i>Fairly Satisfactory</i>	Memuaskan <i>Satisfactory</i>	Sangat Memuaskan <i>Very Satisfactory</i>

Minggu 5 / Week 5						
Tarikh <i>Date</i>	Ringkasan Tugas <i>Description of Work</i>	Penilaian Penyelia <i>Supervisor's Assessment</i>				
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5

T/Tgn. Pegawai Penyelia
Signature of Supervising Officer

1 Tidak Memuaskan <i>Unsatisfactory</i>	2 Kurang Memuaskan <i>Fairly Unsatisfactory</i>	3 Sederhana Memuaskan <i>Fairly Satisfactory</i>	4 Memuaskan <i>Satisfactory</i>	5 Sangat Memuaskan <i>Very Satisfactory</i>
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Minggu 8 / Week 8						
Tarikh <i>Date</i>	Ringkasan Tugas <i>Description of Work</i>	Penilaian Penyelia <i>Supervisor's Assessment</i>				
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5
		1	2	3	4	5

T/Tgn. Pegawai Penyelia
Signature of Supervising Officer

1	2	3	4	5
Tidak Memuaskan <i>Unsatisfactory</i>	Kurang Memuaskan <i>Fairly Unsatisfactory</i>	Sederhana Memuaskan <i>Fairly Satisfactory</i>	Memuaskan <i>Satisfactory</i>	Sangat Memuaskan <i>Very Satisfactory</i>

**JABATAN PERANCANGAN BANDAR DAN WILAYAH
FAKULTI ALAM BINA
UNIVERSITI TEKNOLOGI MALAYSIA**

Ingin Merakamkan ribuan penghargaan kepada pihak Agensi kerana telah sudi menyediakan tempat dan melatih pelajar-pelajar kami di Agensi anda.

Terima Kasih

**Penyelaras Latihan Industri
Jabatan Perancangan Bandar dan Wilayah
Fakulti Alam Bina
UNIVERSITI TEKNOLOGI MALAYSIA
81310 UTM Skudai**

**DEPARTMENT OF URBAN AND REGIONAL PLANNING
FACULTY OF BUILT ENVIRONMENT
UNIVERSITI TEKNOLOGI MALAYSIA**

Would like to record our utmost gratitude to the Agency for providing the place and training for our students at the Agency.

Thank You

**Industrial Training Coordinator
Department of Urban and Regional Planning
Faculty of Built Environment
UNIVERSITI TEKNOLOGI MALAYSIA
81310 UTM Skudai**