



اَبُو سَيِّدِي تَيْكُو لَو كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

Cawangan Perlis
Kampus Arau



INDUSTRIAL TRAINING REPORT

1 SEPTEMBER 2023 - 2 FEBRUARY 2024

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PROGRAM: **DEGREE OF BUSINESS ADMINISTRATION HON. FINANCE**

ADVISOR NAME: **MADAM NOOR HAFIZHA MUHAMAD YUSUF**

EXECUTIVE SUMMARY

This report was written as part of the Bachelor of Business Administration (Hons.) Finance programme requirement. At Jabatan Tanah Dan Galian Negeri Perlis (JTGPs). I finished a 6-month internship programme started from 1st September 2023 until 9th February 2024. All of my time at my company is extremely significant since the experiences I get will help me acquire a better job after I graduate. All of the tasks and assignments that I have done will be included in this report.

During my internship, I was allocated to the Registration Unit which was really beneficial to me because I was able to obtain new knowledge and improve my abilities in working environment. During my internship, I was able to get general knowledge of every process and procedure in government sector. My responsibilities in the Registration Unit included my involvement in the auction cases that related to the agencies and the customers. The experience that have a dealing with the customers and the client make me more confident in the working environment.

This internship has been a new learning experience that have been expose me in the real environment of working and real government network. Top management also exposed me to the professional route by sharing their expertise in the sector. Overall, my internship has been a positive experience because I have a helpful and caring supervisor as well as congenial co-workers.

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2.0 COMPANY'S PROFILE

Company name	JABATAN TANAH DAN GALIAN NEGERI PERLIS
Address	Jalan Penjara 01000 Kangar, Perlis
Operation Time	<ul style="list-style-type: none">Monday – Thursday: 8.30 am – 12.30 pm : 2.00 pm – 4.30 pmFriday : 8.30 am – 11.45 am : 2.45 pm – 4.30 pmSaturday – Sunday : Closed

Table 1: Details of the company

The Government of Perlis refers to the state government of Perlis which is powers and structure are set out in the Constitution of the State of Perlis. The Perlis State Government Secretary's Office is the one of the agencies that manage each department and agency that provide civil and public services. The Perlis Land and Mines Department (JTGPerlis) is one of the state department under Perlis State Government Secretary's Office (SUK Perlis) located near the Perlis State Public Library. Facing the front of the Department is the National Donation School. The distance to Bandar Kangar is approximately 500 meters or 5 minutes' drive.

The function and responsibilities of this department is to manage and administration all Perlis Stated land affair based on the provision of the law & State Government policies. This department use a few policies to manage land affairs in Perlis State which is Federal Constitution, National Land Code 1965, State Land Regulation 1987, The Malay Reservation Enactment 1353, Land Acquisition Acr 1960, Perlis State Minerals Act 1960, Perlis State Minerals Act 2002 and Strata Title Act 1985.

As a department under (SUK Perlis), all the decisions making by the department need to get an approval from the government in State Government Meeting Council and any rules will be adopted from time to time. This department also need to provide views and suggestion related to land management and any new policies to the State Government. Other than that, PTG need to store all land records and data for the entire state of Perlis. This department is the public service that provide the services to the Perlis citizen and other people that related to the land affairs in Perlis. This department is responsible in state land revenue collection every year, process application for approval of transfer of ownership, mortgage and release of mortgage (eConsent) that require the approval of YAB Menteri Besar and approval of JTGPs.

VISION AND MISSION

VISION

Towards an Efficient Land Management
and Administration System Based on
Services That Practice an Excellent Work
Culture.

MISSION

Provide superior and outstanding
services in dynamic and integrity land
management and administration.

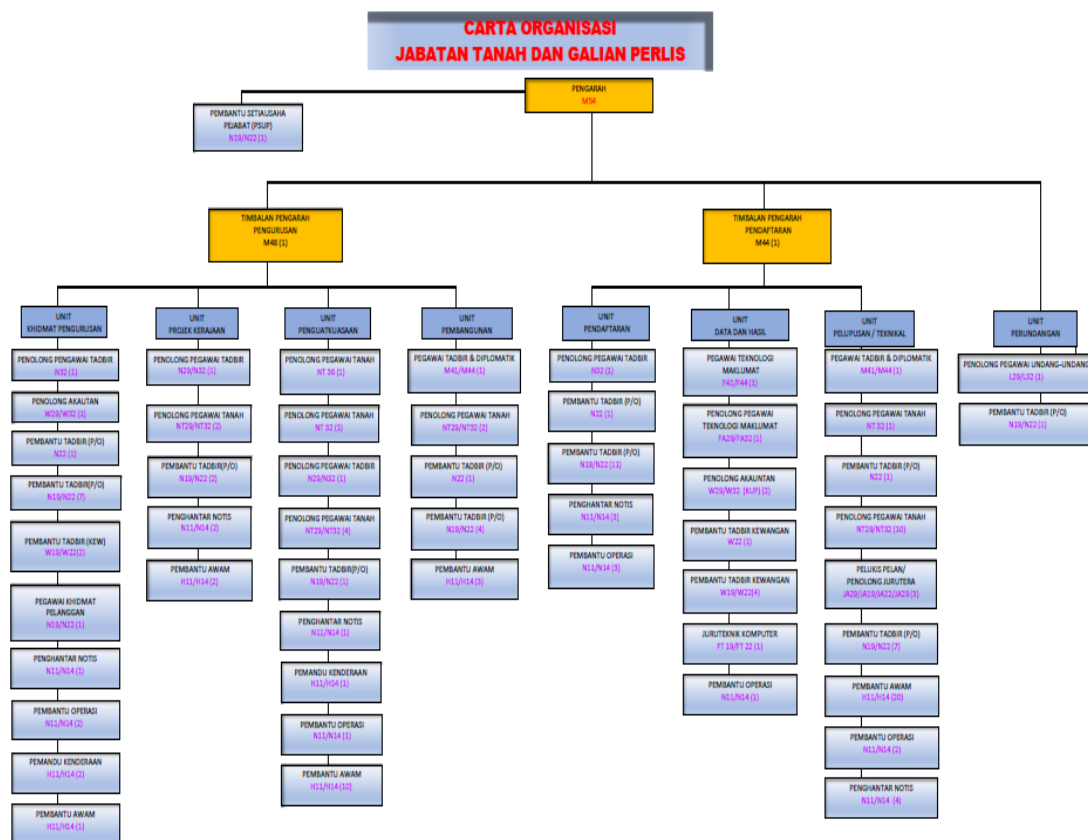


Figure 1: Organizational Structure