



UNIVERSITI
TEKNOLOGI
MARA

**BA243 - BACHELOR OF BUSINESS ADMINISTRATION
(HONS.) HUMAN RESOURCES MANAGEMENT**

HRM666 INTERNSHIP REPORT AT KOLEJ UNIVERSITI ISLAM PERLIS (KUIPS)

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EXECUTIVE SUMMARY

This report is prepared for the Internship phase of BBA program of Universiti Teknologi MARA (UiTM). This internship program as well as this report is one of the assignments that I need to complete in order to complete my Bachelor of Business Administration in Human Resource Management. Exposing students to the industrial working environment is the main objective of industrial training. As a result, it will help students understand the theories they have learned in greater detail and through practical application in an actual work setting (Importance of Industrial Training, 2024). This report has been prepared based on the various experiences I have had during 6 months of Industrial Training at the Department of Academic Affairs, Kolej Universiti Islam Perlis (KUIPS). In my department, I have been assigned to help with the administration of academic affairs and also the examination unit. I was an assist to help go through the add and drop course process, help to process the credit exemption applications and also staff leave records. In this report I will also highlight several parts, namely background of the company, training reflection, SWOT analysis, PESTEL analysis and also the recommendation that I will suggest to KUIPS. After all, I am very thankful to all JHEA staffs, lecturers, family and members for their guidance. I admit that there are many new things that I have learned including in terms of knowledge and experience that give me good things to apply in the future.



KUIPs

Company's Profile

Syumul

Takwa

Dinamik



History of Kolej Universiti Islam Perlis (KUIPs)

Kolej Universiti Islam Perlis (KUIPs) was established on 3rd March 2013 by the Federal government under the Malaysian prime minister, Dato' Seri Najib Tun Abdul Razak in Perlis (Kolej Universiti Islam Perlis (KUIPs) - Info, Programmes, Scholarships, 2016).

For the past decade, the State of Perlis has strived to become a leading educational center in line with the motto "Perlis: State of Knowledge". In addition, Perlis wants to attract prospective students who will be a catalyst for economic development and create a good future for the social community. As an effort to achieve that goal, they have introduced the concept of education through Waqf institutions and waqf funds that will make studies at the institution more efficient and affordable (Kolej Universiti Islam Perlis (KUIPs) - Info, Programmes, Scholarships, 2016).

Kolej Universiti Islam Perlis (KUIPs) is under the auspices of the Perlis Religious and Malay Customs Council (MAIPs) with DYMM Tuanku Raja Muda Perlis, Tuanku Syed Faizuddin Putra Ibni Tuanku Syed Sirajuddin Jamalullail, as the main patron. At KUIPs, they offer unique and strategic programs to produce knowledgeable, ethical and trustworthy students. One of the factors supporting KUIP's existence is the influx of international students that coincides with the boom in globalization and provides talent for both the domestic and global markets. In addition, KUIP's strategic location within the Indonesia-Malaysia-Thailand Golden Triangle (IMT-GT) makes it a vital component of the ASEAN agenda that was formulated in the 1970s under Tun Abdul Razak's direction (Kolej Universiti Islam Perlis (KUIPs) - Info, Programmes, Scholarships, 2016).

The biggest names in the country's education sector, people with grit and experience who will play a crucial role in determining this institution's future, ideally in the near future, will lead KUIPs. Things will go more quickly with the support of all stakeholders, especially the state government. Apart from that, strong linkages with many Perlis universities foster healthy rivalry and mutually supportive relationships (Kolej Universiti Islam Perlis (KUIPs), 2019).



VISION

**Excel As a Competitive and Global Educational Institution
(Kolej Universiti Islam Perlis (KUIPs), 2019).**

MISSION

Educational institution that integrates and spreads the knowledge and understanding based on the Al-Quran and As-Sunnah towards creating intellectual individuals that are able to contribute to the civilized ummah (Kolej Universiti Islam Perlis (KUIPs), 2019).

MOTTO

“SYUMUL”

Complete and perfect education based on Al-Quran and As-Sunnah (Kolej Universiti Islam Perlis (KUIPs), 2019).

“TAQWA”

Produce individuals who always preserve religion, nation and country to gain the pleasure of Allah SWT (Kolej Universiti Islam Perlis (KUIPs), 2019).

“DINAMIC”

Graduates who are competitive and able to produce coordination towards transformation for progress and excellence in the world and the hereafter (Kolej Universiti Islam Perlis (KUIPs), 2019).