FACULTY OF INFORMATION SCIENCE STUDIES

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN

INDUSTRIAL TRAINING (IMD310)

INDUSTRIAL TRAINING REPORT: PEJABAT KETUA PENDAFTAR MAHKAMAH PERSEKUTUAN MALAYSIA, ISTANA KEHAKIMAN

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INTERNSHIP DURATION:

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Abstract

During my two-month internship at *Pejabat Ketua Pendaftar Mahkamah Persekutuan Malaysia (PKPMP),* the student learned the importance of record management in guaranteeing the organization's efficiency and correctness. The student discovered how digital record-keeping solutions simplify operations, improve accessibility, and assist maintain data integrity. Throughout the training, the student worked with numerous departments, which allowed me to observe how teamwork and communication are essential for managing big numbers of documents. The student also learned about the complexities of record management and the significance of regular audits. This experience enhanced my understanding of record management processes and provided hands-on learning in a professional context.

Keywords: industrial training, record management, PKPMP, digital systems, document management, data integrity, collaboration, and legal administration.

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Chapter 1: Introduction

1.1 Background of the industrial training program

      Industrial training program is a university initiative for students to gain an early exposure towards working life. This initiative will be supervised by the lecturer of the courses starting from the selection of the chosen company until the day of the self-presentation. This is the chances for all university students to have industrial training in any organizations including government sector or non-government sectors which is private organizations. Industrial training program is a temporary program that will be offered to be done within two to six months according to the syllabus to its courses. Other than that, since industrial training program is a pre-early introduction to working life, some organizations may be provide the students with the specific amount of allowance according to the period of time.

1.2 Purpose and objectives of the report

1.2.1 Giving feedback regarding to the place of the industrial training placed

      In every organization or company that students chose may facing the problems such as lacking of experience in handling and welcoming the intern or having a problem in dividing works since the person-in-charge is not always available. Thus, giving feedback is one of the purpose because to refine the objectives of doing industrial training program towards the students. The main objectives that will be highlighted is that giving opportunities to students to learn more in depth according to the major courses chosen. Therefore, the main problem that student may be facing is communication. An effective communication between the supervisor and the intern are indeed important to prioritize the goals of the company and built a better connection and teamwork with other workers. Industrial training program should benefit two party which is from the company side by having more workers in handling the works and the students also by having an experience to work in great environment. By giving feedback, it will minimize the problem that the company may be lacking and improve for future enhancement.

Another important reason for providing feedback about the internship placement in the report is to assess how well the placement aligns with the intern's career goals and academic background. This feedback helps evaluate whether the tasks, responsibilities, and learning opportunities provided by the organization match the intern's expectations and desired professional development. By reflecting on this alignment, the intern can determine if the placement has contributed to their career growth, skill development, and understanding of the industry.