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**PRACTICAL TRAINING REPORT
ISLAMIC RELIGIOUS OFFICE KUCHING
(PAIB) KUCHING**

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Alhamdulillah, first of all I would like to thank God as finally I was able to finish our practical training that have been assigned for subject ADS 667 (Practical Training). This training had been done successfully with all afford even though there's an obstacle were happened while doing this training. Luckily, all the obstacle can be settle down properly and wisely. I would like to thank to the organization for accepting my application as a practical student in their Industrial Training, which is Sarawak Islamic Religious Affairs. However, the Training Department from Sarawak Islamic Religious Affairs assigned me to Islamic Religious Offices Kuching. The management team always give the supports and guide for doing tasks prolong with their assigned. I would like to express the deepest appreciation to my supervisors, Dr. Nadrawina Isnin because of her guidance in delivered knowledge, help and several of information in completing my internship. Thank you to the staffs of Islamic Religious Offices, Kuching especially to Ustadz Haji Ramzen Bin Haji Ambi for friendly supports and advices during my practical training. Lastly, again not to forget everyone who has involved in my life especially in my study whether directly or indirectly as my parents, siblings, lectures, relatives and friends for the supports that they have gave to me. Thank you.

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CHAPTER 1: INTRODUCTION

1.1 Background of Sarawak Islamic Council

Islamic Institutions in Sarawak growth in 16th century, in which covering the coastal areas of Sarawak. Starting in 1842, colonized under the Brooke reign, the Muslims affairs controlled by “*Datu-Datu*” that have been appointed. In December 1954, the incorporation of Islamic Council Ordinance, Chapter 105 has established a council of Islam and Malay customs agency responsible for administering the affairs of the Islamic state. Islamic council incorporation ordinance has undergone several amendments (last amendments in 2011) in order to uphold the Sarawak Islamic Council, *Majlis Islam Sarawak (MIS)* as the highest religious body in Sarawak. As a result of these amendments, Sarawak Islamic Religious Affai, *Jabatan Agama Islam (JAIS)* was established on August 17, 1990 in line with the establishment of the Islamic religious department states throughout Malaysia together with the creation of Government Agencies and State Mufti Office (1998). As the executor of policies decided by the Sarawak Islamic Council, Sarawak Islamic Religious Department director is also the secretary to Sarawak Islamic Council. Sarawak Islamic Religious Department are responsible for ensuring the implementation of the teachings of Islam in this country according to the understanding of *Ahli Sunnah wal Jamaah* with regard to religious tolerance policy adopted by the state government based on the teachings of true Islam religion.

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

1. Introduction

The location of the practical training is at level 10, Islamic Religious Office Kuching. The Islamic Religious Office Kuching, consists of several units namely Islamic Family Development Unit, Counselling Unit, Unit Development of Mosque Institution, Counter Unit, Enforcement Unit, Education Unit, Administration Unit and Unit "*Dakwah*". The Administration Unit is located at level 10 where specifically the practical training will be done. The training starts from the 25th of July 2016 until 16th of September 2016 and the duration are 8 weeks in total.

2. Week 1: 25th July 2016 until 29th July 2016

On the first day, we were gathered all at once in order to report duty. The reporting officer was Madam Dyg Norhashimah Binti Awg Hashim whom is the Assistant Director for the Unit of Administration and Human Resource in Sarawak Islamic Religious Department. After signed the Self-Report Letter and a short briefing by Madam Dyg Norhashimah, I was sent to Islamic Religious Office Kuching at level 10 and had been brought to a tour.