



اَبُو سَيِّدِي تَكُونُ لِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**FACULTY OF INFORMATION SCIENCE STUDIES COLLEGE OF COMPUTING
INFORMATICS, AND METHAMATICS, UNIVERSITY TEKNOLOGI MARA, CAWANGAN
NEGERI SEMBILAN, KAMPUS REMBAU**

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD 310)

INDIVIDUAL PROJECT:

**INDUSTRIAL TRAINING: PERTUBUHAN PELADANG KAWASAN JELEBU (PPK
JELEBU)**

PREPARED BY:

NUR AFIFAH BINTI MOHD SHAHRANI (2022821246)

PREPARED FOR:

MADAM NORHIDAYU MD YATIM

GROUP:

N5CDIM1105G

DATE OF SUBMISSION:

29 NOVEMBER 2024

ABSTRACT

The industrial training provided valuable insights into agricultural operations and the importance of effective information management procedures. Key takeaways from the internship included clear communication channels, precise record-keeping, and community engagement efforts. The experience enhanced administrative abilities and shaped a perspective on community engagement and organizational dynamics. The internship sparked a desire for working in community development, promoting social responsibility and environmental sustainability. The skills and experiences gained during the internship will be applied to positively impact the agriculture sector and engage communities in ways that empower them to prosper. This experience has strengthened the resolve to pursue a profession dedicated to creating long-term influence on society through new farming techniques and community-based initiatives.

Keywords: experience, management procedures

TABLE OF CONTENTS

1.0 INTRODUCTION.....	1
➤ 1.1 Background of the industrial training program	1
➤ 1.2 Purpose and objectives of the report	1
➤ 1.3 Significance of industrial training for student of Diploma in Information Management 2	
2.0 ORGANIZATIONAL INFORMATION.....	3
➤ 2.1 Overview of the organization where the industrial training took place.....	3
➤ 2.2 Organizational structure	5
➤ 2.3 Departmental structure and function related to information management	5
3.0 INDUSTRIAL TRAINING ACTIVITIES.....	9
➤ 3.1 Detailed description of the tasks, projects, and activities undertaken during the industrial training.....	9
➤ 3.2 Explanation of the skills, knowledge, and competencies applied or developed during the training period	26
4.0 LEARNING OUTCOMES AND ACHIEVEMENTS.....	27
➤ 4.1 Reflection on the learning outcomes achieved during the industrial training	27
➤ 4.2 Discussion of personal growth, skills enhancement, and professional development	28
➤ 4.3 Example of successful projects, accomplishments, or challenges overcome.....	30
4.0 RECOMMENDATIONS AND CONCLUSIONS	31
➤ 5.1 Suggestions for improvements in the industrial training program.....	32
➤ 5.2 Recommendations for the organization to enhance the information management practices based on the student's observations and experiences.....	33
➤ 5.3 Summary of the key findings and insights from the industrial training experience....	33
6.0 REFERENCES	35
7.0 APPENDIX.....	36

<i>FIGURE 2.1.1: THE BUILDING OF PERTUBUHAN PELADANG KAWASAN JELEBU (PPK JELEBU)</i>	3
<i>FIGURE 2.1.2: THE LOGO OF PERTUBUHAN PELADANG KAWASAN JELEBU (PPK JELEBU)</i>	3
<i>FIGURE 2.2.1: ORGANIZATIONAL STRUCTURE PPK JELEBU</i>	5
<i>FIGURE 3.1.1: THE PREPARATION FOR THE 45TH ANNUAL GENERAL MEETING</i>	9
<i>FIGURE 3.1.2: EPADI WEBSITE HOMEPAGE</i>	10
<i>FIGURE 3.1.3: KEY IN THE DATA OF THE LIST OF FARMERS TO CHOOSE POISON</i>	10
10	
<i>3.1.5: GET INVOLVED IN THE NS FEST PROGRAM AT NILAI</i>	12
<i>FIGURE 3.1.6: KEY IN THE NAME IN THE SHARE REGISTER BOOK</i>	13
<i>3.1.7 : STAMP THE SHARE REGISTER MEMBER NUMBER IN THE SHARE REGISTER BOOK</i>	13
<i>3.1.8 : PREPARED THE FARMER COMMITTEE MEMBERS MEETING BOOK</i>	14
<i>3.1.9 : MADE A POSTER FOR THE AGRICULTURAL PROJECT ASSISTANCE PROGRAM</i>	14
<i>3.1.10 : FARMER ASSOCIATION MEMBERSHIP SYSTEM</i>	15
<i>3.1.11 : PUT UP A MALAYSIAN AND NEGERI SEMBILAN FLAG AROUND PPK JELEBU</i>	16
<i>FIGURE 3.1.12: CLEAN THE ENTIRE PPK JELEBU COMPOUND FOR THE AGROMADANI PROGRAM</i>	17
<i>3.1.13: PARTICIPATE IN AGROMADANI SALES PROGRAM</i>	18
<i>FIGURE 3.1.14: PREPARE PAYMENT RECEIPT LETTERS FOR STAFF</i>	18
<i>FIGURE 3.1.15: ORGANIZE THE RICE COUPONS</i>	19
<i>FIGURE 3.1.17: FINDING OLD FILES THAT HAVE OUTGOING LETTERS</i>	20
<i>FIGURE 3.1.18: REVIEW EXISTING FILES TO ENSURE THE ORDER OF LETTERS AND RECORDS ARE CORRECT</i> .	20
20	
<i>FIGURE 3.1.19: HELPING THE STAFF TO WEIGHT AND PACK FRUIT FERTILIZER FOR SALE</i>	21
<i>FIGURE 3.1.20: KEY IN MACHINERY ASSISTANCE APPLICATION INFORMATION FROM NEGERI SEMBILAN GOVERNMENT’S SENIOR EXCO</i>	22
<i>FIGURE 3.1.21: CHECKING AND UPDATING MEMBERS’ SHARE IN THE SHARE BOOK</i>	23
<i>FIGURE 3.1.22: UPDATE INFORMATION OF MEMBERS WHO HAVE STOPPED IN THE SHARE BOOK</i>	23
<i>FIGURE 3.1.23: PELADANG CLICK LOG IN PAGE</i>	24
<i>FIGURE 3.1.24: PELADANG CLICK HOME PAGE</i>	24
<i>FIGURE 3.1.25: HELPING STAFF IN THE MANAGEMENT OF BRINGING MEMBER TO MAHA 2024 IN MAEPS SERDANG, SELANGOR</i>	25
<i>FIGURE 7.5.1: FILLING PEKELILING K/PENGARAH</i>	42
<i>FIGURE 7.5.3: FILLING PEKERJA PPK JELEBU</i>	42
<i>FIGURE 7.5.5: FILLING MESY PENGURUSAN</i>	42

1.0 INTRODUCTION

➤ 1.1 Background of the industrial training program

During my industrial training, I was capable of to gain experience with the Pertubuhan Peladang Kawasan Jelebu (PPK Jelebu), a prestigious agricultural organisation dedicated to assisting local farmers and improving agricultural methods in the region. This association is critical in promoting environmentally friendly farming practices and improving farmers' livelihoods in Jelebu. PPK Jelebu is ideally located on Jalan Dato Menteri, Kampung Jelebu Tengah, 71600 Kuala Klawang, Negeri Sembilan. During part of my internship learning, I was allocated to the department of administration and worked on a variety of information management responsibilities. This position provided me with substantial knowledge into how administrative systems support agricultural operations. I was involved in data management, document organisation, and information dissemination, all of which are key components of good agricultural decision-making.

➤ 1.2 Purpose and objectives of the report

The main objective of this report is to represent what students learnt and achievements from industrial education they got. It strives to provide a comprehensive review of the tasks completed, skills discovered, and insights achieved during the training time. This report will investigate students' ability to apply theoretical understanding in real-world circumstances, reflect on their personal and professional development during training, and assess the program's overall efficacy in preparing individuals for future employment.

The importance of practical experience for students studying a Diploma in Information Management cannot be underestimated. This experience is critical for learning important skills including communication, teamwork, problem solving, and time management. Furthermore, exposure to industry techniques helps students comprehend current trends and issues in the field of information management. Such knowledge not only improves their academic performance but also gives them courage and helps them for successful jobs in their chosen fields. Finally, this paper will demonstrate how industrial training has transformed students' educational journeys. By crossing the gap between theory and practice, this training course helps to shape capable individuals who are prepared to meet the needs of an ever-changing labour market. Students may gain deeper insights into their strengths and opportunities for