



اَوْنِيُوْرَسِيْتِي تِي كُونُوْمِي مَارَا
UNIVERSITI
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MARA

INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN
REMBAU CAMPUS

SUBJECT NAME:
INDUSTRIAL TRAINING (IMD 310)

INDIVIDUAL ASSIGNMENT:
INDUSTRIAL TRAINING

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1.0 INTRODUCTION

1.1. Purpose and objectives of the report

The purpose of this report was to show and present what have been learned by the student of Diploma in Information Management of UiTM Rembau. The report was to observe the effect of having industrial training upon these students and do assess their skills and knowledge along with their employability percentage in the future of working industry.

The skills developed by the students that went through industrial training can prove their reliability and their efficiency when they work in the future. This shows that the report will become the prove of their abilities in executing their work and task.

The objective of the industrial training report is to prove that every experience and knowledge gain are documented and can be presented to count the effectiveness of industrial training towards students nowadays. The next objective of writing a report is to also show the level of professionalism in a student. Professionalism is an important aspect when we are working. By having report, the professionalism amongst students can be recognized through their progress of working and the way they initiate the work that are given to them.

1.2. Significance of industrial training for students

When talking about furthering our studies to higher level, it is familiar for a student to heard about “industrial training” in their study life. There are a lot of significance in having industrial training especially for Diploma of Information Agencies students.

- **Showing the students capabilities**

Having industrial training can show the current abilities of the students that undergoing industrial training. If a student did not have the basic of working knowledge and experience, they can learn the basic in the period of their industrial training. It can also allow students to even develop new skills and even explore new things that they did not even know.

- **Preparing students for real-world scenario**

The unexpected and various problem rising can happen anytime. Students need to take note on how to prepare themselves for the real challenges that they will face. Thus industrial training can prepare them to have what it takes to at least face the challenges in the work and work environment.

- **Opportunities to grow our networking and contact**

Networking in the business and working environment are very important and crucial for the growth and development of a person and organization. Through industrial training, students can develop a chain of network with their colleague in order to boost their chance in becoming an employee at the company they are taking their training.

1.2. Significance of industrial training

Industrial program is a very common thing amongst higher education institutions. It is one of the syllabus in every course that were taken in university. Most of the industrial training are taken on degree level, at the last semester of the student's bachelor. However, for our course, Information Management, we are undergoing the industrial training our fourth semester, during the semester break. The industrial training occurred for 22nd July until 13th September of 2024.

The industrial training allows students to experience the real situation of an office environment. This also allows students to practice all of the theories that they had learnt during 4 semesters of their diploma. Students can hone their skills through doing all the works that are related to their course of study. The purpose of industrial training also wanted to let the students know their capability and their working skills, so when they finished with their studies and going to work, they know at least what to do and what not.

Industrial training also allows students not to just practice their working skills. They also can develop their social skills, by interacting with their colleague, serving the customer, observing client preferences and behavior. It can also sharpen our problem solving skills by always requiring us engaging in critical thinking. Having these skills are really useful in order to allows us to stay relevant in the working industry. Improving employability are also increased throughout the industrial training that are completed by student.

1.3. Purpose and objectives of the report.

The purpose of the of this report is to compile the overall experience of the industrial training for us to present for our supervisor. The report can be used as the indicator of how far the student understand what they have learnt and can they applied their knowledge on their own industrial training company.

2.0 ORGANIZATION INFORMATION

2.1. Overview

To start, the place where I went and undergo my industrial training was at Universiti Teknologi Mara (UiTM). UiTM is local university located in Malaysia and have various branch in most state of Malaysia with UiTM Shah Alam being its headquarters. It was known with a name of RIDA and take place back in 1956 at two different places which is Taman Asuhan Rida (Kuala Lumpur) and Dewan Latehan Rida (Petaling Jaya). After a few years, the name was changed to Maktab MARA on 1965. Then fast forward a few years later, the name was changed to Institut Teknologi Mara (ITM) and took place in Shah Alam. Going through a couple of phases, on 1976, ITM was upgraded and confirmed to be a university and on par with every other university in Malaysia. and then on 26th August 1999, Tun Dr. Mahathir rename ITM as UiTM.

For the place where I went to industrial training, it is the department in UiTM Cawangan Negeri Sembilan Kampus Rembau. I went and and experience my industrial training at Bahagian Hal Ehwal Pelajar (BHEP). I applied for my industrial training at BHEP for the reason of ease of transport and better understanding on how UiTM management works.

2.2. Organizational structure

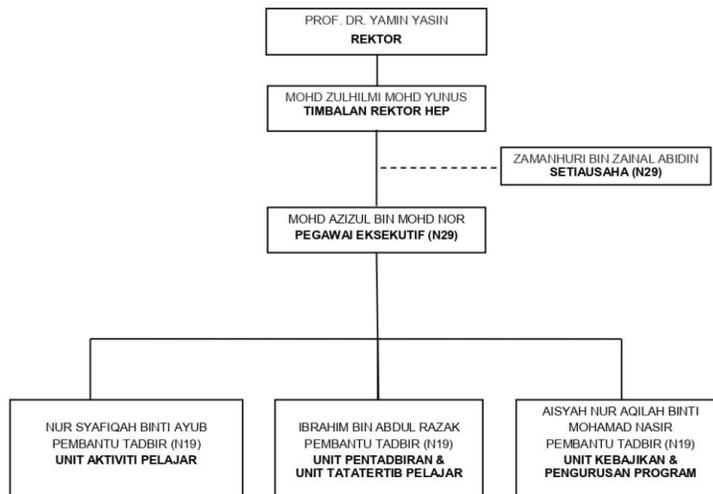
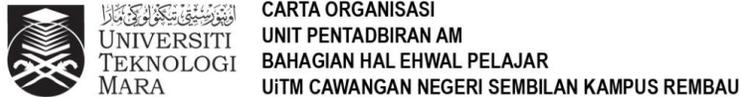


Figure 1. *Organizational chart of UiTM cawangan Negeri Sembilan*

Kampus Rembau's Bahagian Hal Ehwat Pelajar

National and branches: these are the levels of UiTM management and each branches are led by respective UiTM Rector. These are the steps taken in order to ensure the smoothness of management in UiTM branches.

For BHEP, the highest in the hierarchy are the Rector, Prof. Dr. Yamin Yasin who are responsible in managing and leading the BHEP of UiTM Rembau, Seremban and Kuala Pilah. The management are assisted by Mr. Mohd. Zulhilmi Mohd Yunus as the Deputy rector of UiTM Rembau. The management are also further assisted by the Assistant Rector, Prof. Dr. Muhammad Hakimi Tew Abdullah who is in charge of specific administration role in UiTM Rembau.