



**INFORMATION SCIENCE STUDIES, FACULTY COLLEGE OF COMPUTING,
INFORMATICS AND MATHEMATICS**

UNIVERSITY TECHNOLOGY MARA (UiTM)

INDUSTRIAL TRAINING REPORT :



MAJLIS AGAMA ISLAM DAN 'ADAT MELAYU PERAK

PREPARED BY:

MOHAMAD AIDIL AFIQ BIN MOHAMAD AKMAL

PREPARED FOR :

MADAM NURHIDAYAH BINTI NASHARUDIN

DIPLOMA OF INFORMATION MANAGEMENT :

(CDIM110)

SUBMISSION : 25 NOVEMBER 2024

DEPARTMENT :

MANAGEMENT SERVICES DEPARTMENT

COURSE CODE :

IMD 310 : INDUSTRIAL TRAINING

ADDRESS :

MAJLIS AGAMA ISLAM DAN 'ADAT MELAYU PERAK

Jalan Panglima Bukit Gantang Wahab

30000 Ipoh, Perak

DIPLOMA OF INFORMATION MANAGEMENT :

(CDIM110)

INFORMATION SCIENCE STUDIES

FACULTY COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

UNIVERSITY TECHNOLOGY MARA (UiTM), CAMPUS REMBAU NEGERI SEMBILAN

DURATION :

22 JULY 2024 – 13 SEPTEMBER 2024

TABLE OF CONTENTS

TABLE OF CONTENT

DECLARATION

ACKNOWLEDGEMENT i

TABLE OF CONTENT ii - iii

LIST FIGURES iii - iv

TABLES v

CHAPTER 1 : INTRODUCTION

1.1 Introductions 1

1.2 Purpose and objective of Internships 1

1.3 Significance of industrial training for students of Diploma in Information Management 1 - 2

CHAPTER 2 : ORGANIZATIONAL INFORMATION

2.1 Background of Majlis Agama Islam dan 'Adat Melayu Perak 3 - 4

2.2 Location of Majlis Agama Islam dan 'Adat Melayu Perak 5

2.3 Contact information of Majlis Agama Islam Dan 'Adat Melayu Perak 5

2.4 Majlis Agama Islam dan 'Adat Melayu Perak Logo 6

2.5 Majlis Agama Islam Dan 'Adat Melayu Perak Logo Explanation 7

2.6 Objectives of Majlis Agama Islam dan 'Adat Melayu Perak 8

2.7 Vision and Mission Majlis Agama Islam dan 'Adat Melayu Perak 8

2.8 Motto of Majlis Agama Islam dan 'Adat Melayu Perak 8

2.9 Operation hour of Majlis Agama Islam Dan 'Adat Melayu Perak 8

2.9.1 Majlis Agama Islam Dan 'Adat Melayu Perak Social Media 8

2.9.2 Services and Facilities provided 9

2.9.3 Overview of Majlis Agama Islam Dan 'Adat Melayu Perak 9

2.9.4 Organizational structure of Majlis Agama Islam Dan 'Adat Melayu Perak 10

| | |
|---|---------|
| 2.9.5 Departmental structure of Bahagian Khidmat Pengurusan (BKP) | 11 |
| 2.9.6 Function related to Information Management | 11 |
| 2.9.7 Unit within the organization | 12 - 15 |

CHAPTER 3 : INDUSTRIAL ACTIVITIES

| | |
|-------------------------------|---------|
| 3.1 Introduction | 16 |
| 3.2 Training Activities | 17 - 24 |

CHAPTER 4 :

| | |
|---|----|
| 4.1 Reflection of the learning outcomes during industrial training | 25 |
| 4.2 Discussion of Personal Growth, Skills Enhancement and Professional Development | 26 |

CHAPTER 5 :

| | |
|---|----|
| 5.1 Suggestions for improvement in the industrial training program | 27 |
| 5.2 Recommendations for the organization to enhance the information management based on the students observation and experiences | 28 |
| 5.3 Summary of industrial training | 28 |

| | |
|-------------------------|-----------|
| REFERENCES | 29 |
|-------------------------|-----------|

| | |
|-----------------------|----------------|
| APPENDIX | 30 - 40 |
|-----------------------|----------------|

LIST OF FIGURES

Figure 1 : Building of Majlis Agama Islam dan 'Adat Melayu Perak

Figure 2 : Location of Majlis Agama Islam Dan 'Adat Melayu Perak

Figure 3 : Majlis Agama Islam dan 'Adat Melayu Perak logo

Figure 4 : Majlis Agama Islam Dan 'Adat Melayu logo explanation (in Malay)

Figure 5 : Organizational Structure of Majlis Agama Islam dan 'Adat Melayu Perak

Figure 6 : Management of Bahagian Khidmat Pengurusan of MAIPk

Figure 7 : Document review from past internship

Figure 8 : Work attendance card from past internship

CHAPTER 1 : INTRODUCTION

1.1 INTRODUCTION

Industry training is a mandatory subject for all diploma students in Diploma In Information Management (IM110). This industrial training consists of two months from 22th July until 13 Septembers 2024. The students were given a choice which company or organisation they want to undertake for industrial training. As part of the process, the students will need to submit the required documents to the lecturer for evaluation before being sent to the selected organization for the application. After the application is successfully approved by the organisation and lectures, the students will proceed with the process by undergoing industrial training at the organisation.

After that, I have been accepted from the company that I applied for my industrial training at Majlis Agama Islam Dan 'Adat Melayu Perak Ipoh, Perak. Additionally, I want to share the experiences that was important, valuable and enjoyable during my two months training at Majlis Agama Islam Dan 'Adat Melayu Perak Ipoh, Perak. Furthermore, this report required myself to prepared all of the activities and programs that I participated while I'm in the organization.

1.2 PURPOSE AND OBJECTIVE OF INTERSHIPS

The goal and outcome requirements of this industrial training report is to assume the responsibilities and accountability of the basic tasks in relation to the information life cycle within the information environment, start processes involved in the basic tasks in relation to information life cycle within the information environment, recommend on issues of information management and demonstrate the application of interpersonal skills in a work place. This report must be submit to qualify that students pass for this Industrial Training subject.

1.3 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA IN INFORMATION MANAGEMENT

In this industrial training program, there is a lot of skills, knowledge and experience I got. Firstly, this training enhances my **Skill Development** such as information classification, system management in database. After that, I can see and **Realize The Work Culture** and it's make me clearly understand with organizational culture at my workplace and it is full related in management of information, how they keep the record and manage the IT department information. Also, industrial training gives me an opportunity to **Build A Networking** between