



اَبُو سَيِّدِي تِكْنُوْلُوجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

INFORMATION SCIENCE STUDIES
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN
DIPLOMA IN INFORMATION MANAGEMENT
(N5CDIM 110)

INDUSTRIAL TRAINING (IMD 310):
ADMINISTRATION IN JKR SABAK BERNAM

PREPARED BY:

SITI NOR RA BINTI BASRI

2022624168

GROUP:

N5CDIM1104H

PREPARED FOR:

NURHIDAYAH BINTI NASHARUDIN

25 NOVEMBER 2024

ABSTRACT

I have undergone my industrial internship from 22 July 2024 until 13 September 2024 at Jabatan Kerja Raya Sabak Bernam, Selangor. This report covers all the requirements set forth by the faculty for the industrial training report. There are 5 major chapters in the industrial report. The organization's history is introduced in Chapter 1. While Chapter 2 goes over the department's organization and function, Chapter 3 describes the task, activities, and involvement during the industrial training period with an attachment of my task. The assessments and takeaways from the two-months industrial training are discussed in Chapter 4. Chapter 5 concludes with a summary of the whole study and suggestions for enhancement to the industrial training program.

Keywords: application of knowledge, internship activities, JKR recommendations, industrial training findings

TABLE OF CONTENT

CONTENT	PAGE
Declaration	II
Abstract	III
Table of Contents	IV
List of Table and Figures	V
Acknowledgement	VI
Chapter 1: Introduction	1
Chapter 2: Organizational Information	2
Chapter 3: Industrial Training Information	8
Chapter 4: Learning Outcomes and Achievements	21
Chapter 5: Recommendations and Conclusions	26
References	29
Appendices	30

LIST OF TABLE AND FIGURES

Figure 1: JKR Sabak Bernam Entrance	2
Figure 2: The District Engineer Giving Speech	4
Figure 3: JKR Sabak Bernam Organizational Chart	5
Figure 4: Organization Chart of Administration Department	6
Figure 5: Key in Inward Letter and Email of JKR Sabak Bernam	9
Figure 6: Record the Letter in Correspond Book Before Record Electronically	9
Figure 7: Filing Certificate of JKR Staff	10
Figure 8: Making Report for Disposal Activities	11
Figure 9: Lists of Files That Need to be Disposed	12
Figure 10: Choosing and Deciding Files to be Organize	13
Figure 11: Recording Borrowed File and Returned File	14
Figure 12: Opening Ceremony for PPKI Project with JKR Prime Minister	15
Figure 13: Administrative staff gathering to celebrate Mr. Abdul Halim Farewell	16
Figure 14: Slide Presentation of JKR Organizational Charts	17
Figure 15: The Room Where Dispatching Letter Usually Be Held	17
Figure 16: Having Q&A Session in the Last Part of Presentation	18
Figure 17: Picture of District Engineer Riding with JKR Staff	19
Figure 18: JKR Staff Convoy to District Headquarters Conjunction of Independent Day	19
Figure 19: Staff Gathering in the Movement Room to Fill HRMIS Form	20
Figure 20: Certificate of Finishing Internship at JKR Sabak Bernam	30
Figure 21: Certificate of Participation in JKR Sabak Bernam Convoy	31
Figure 22: The meeting Between Industrial Supervisor and University Supervisor	32
Figure 23: Appreciation Award for finishing internship in JKR Sabak Bernam	32
Figure 24: Appreciation Prize from Administration Department	33
Figure 25: The BBQ Night of JKR Jamboree Camping	33
Figure 26: Visiting JKR Sabak Bernam Office Before Back to University	34
Figure 27: All internship Students That Participate in JKR Independent Day Convoy	34
Figure 28: All Internship Student of Administration Department	35
Figure 29: Internship Students That Finish Industrial Training on 13 September 2024	35
Figure 30: Administration Internship and Industry Supervisor (Puan Azuwa Binti Muhamad Khairul Munawar) with Ir. Sharizam Bin Mat Salleh, The District Engineer	36

CHAPTER 1: INTRODUCTION

As part of the curriculum for the Diploma in Information Management offered by the Information Science Studies, College of Computing, Informatics, and Mathematics at Universiti Teknologi MARA, students are required to complete industrial training. A vital part of the diploma program, this practical training gives student firsthand experience in the fields and enables them to apply the theoretical knowledge they have learned in the classroom to a real-world professional setting. To receive the Diploma, the industrial training must be completed successfully.

The development of the professional and practical abilities required of the future information professionals depends heavily on this course. After the fourth semester final test, students must participate in industrial training over the semester break. An entity that manages information, grants access to information, and facilitates user interaction with information must host the eight-week training. To increase the students' exposure to and comprehension of the variety of responsibilities in the information management industry, it is advised that this training be held at information agencies other than libraries.

The purpose of this industrial training program is to record the student's experience during the training process. This outlines the tasks they accomplished, the abilities they acquired, and the challenges they encountered. This record can be used as a guide by the organization and students to assess the effectiveness of the training. Students can also reflect on their experiences and assess their own performance. This self-evaluation is essential for both industry and student advancement since it enables students to pinpoint their strengths and weaknesses while setting goals for future growth.

The importance of industrial training for Diploma in Information Management students is they can put their knowledge into practice, hone their abilities, interact with specialists in the field, increase their employ-ability, and get ready for their future employment. Lastly, as a result it provides students with the practical experience they need to succeed in the cutthroat field of information management, the significance of this curriculum extends beyond academic requirements.