



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY
STUDIES**

TITLE:

**PRACTICAL TRAINING | ADS 667
THE MANAGEMENT OF PROJECT UNIT, DEVELOPMENT
DEPARTMENT, UNIVERSITI MALAYSIA PERLIS (UnIMAP)**

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CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1. BACKGROUND OF UNIVERSITY OF MALAYSIA PERLIS (UNIMAP)

University Malaysia Perlis (UniMAP) is Malaysia's 17th public institution of higher learning. It was approved by the Malaysian Cabinet on May 2001. Originally known as Kolej Universiti Kejuruteraan Utara Malaysia (KUKUM), Northern Malaysia University College of Engineering, it was renamed as Universiti Malaysia Perlis (UniMAP) in February 2007. The first intake consisted of 116 engineering students who started classes on June 2002. Currently, UniMAP has approximately 13, 488 students and a workforce of more than 2,193 academic and non-academic staff members. It offers 25 undergraduate programs that lead to Bachelor in Engineering, 13 undergraduate programs that lead to an Engineering Technology degree and two undergraduate programs that lead to a Bachelor in Business. We also offer six Diploma in Engineering programs and 39 postgraduate programs that lead to Masters and PhD degrees.

UniMAP graduates are nurtured to become competent practitioners in their area of specialization and to have the confidence to explore entrepreneurial possibilities upon graduation. They are expected to not only exhibit excellence in the knowledge and skills that are directly related to their specialized fields of study, but also to demonstrate outstanding proficiency in both communication and ICT skills, as well as possess unsurpassed traits of professionalism and patriotism.

Most of the engineering programs at UniMAP have an electronic-based focus. However, both basic and applied studies on other fields of engineering and technology that support the advancement of engineering are also actively pursued here. In addition,

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1. INTRODUCTION

This chapter aims to describe the task assigned by UniMAP specifically Management of Project Unit during the internship period. It also consists the summary of daily task recorded in Log Book throughout the practical period.

Briefly, on the first day of the practical training at Management of Project Unit under Development Department, Universiti Malaysia Perlis (UniMAP), the trainee did her duty to report to her host supervisor, En. Hanizan bin Mat Hussien. He was firstly introduced himself as well as his background of studies. He was an architect under this department. Previously studied in UiTM Perak in Diploma architecture and pursued his degree studies at UiTM, Shah Alam. He possessed about 23 years old experience working under this department. Other than that, he also explained the trainee in detail on how this department was established which this department previously at Kangar and then moved to Pauh as a Main Campus. He also informed the trainee that this unit involves 35 personnel who contribute their services under this department. Since he was not familiar with administrative works, he brought the trainee to the office of Deputy of Director, En Jasni bin Hashim as the higher position in this unit. Therefore, all the tasks given to the trainee were by En. Jasni bin Hashim and monitored by the host supervisor. The tasks cover in term of services, administration, meetings, counter service, outdoor task and public relation.