



اَوْنِيُوْزِ سِيْتِيْ تِيْكَوْلُوْجِيْ مَارَا
UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT

INDUSTRIAL TRAINING:
PERPUSTAKAAN LAMAN HIKMAH
UNIVERSITI TEKNIKAL MALAYSIA MELAKA (UTeM)



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DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



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ABSTRACT

Industrial training is one of the requirements from the Faculty of Information Management and the trainee need to provide a report regarding the internship period in order to complete their studies. The trainee will includes what have been learnt about library management. The reports are dividing into five sections. Internship brief, introduction about the Universiti Teknikal Malaysia Melaka (UTeM), the information about the organization, the training activities includes daily activities, special projects and extra activities. The last section contains the industrial training reflections which are application of knowledge, skills and experience in undertaking the task, personal taught and opinion, lesson learnt and limitation and recommendations. All these sections have been explained with the details information and the picture and workflows includes for certain part. The report also included with the references and appendices.

Keywords: *Industrial training, knowledge, report, library management*

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