

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

INSTITUT PENDIDIKAN GURU KAMPUS RAJA MELEWAR
PERPUSTAKAAN MELEWAR
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ABSTRACT

All bachelor degree students are required to complete the industrial training for five months as part of the course requirement to graduate for the course of Information Management in Library Management. For as long as 22 weeks, the industrial training student is supervised and monitored by a supervisor from the institution. This industrial training report is based on the period of industrial training which is from 1st February 2019 until 28th June 2019 at Melewar Library of Institute of Teacher Education Raja Melewar Campus. The students of this institute are all training teachers therefore their main references material are text books. This library is focusing more on providing materials that are related to the courses and subjects available in the campus. In this report, there are some explanation about the background, organization chart, functions of departments and many more. This report focuses more on the activities and programs that were held during the five months of industrial training. The lesson learnt and knowledge gained is also included in this report.

Keyword: *Institute of Teacher Education Raja Melewar Campus, Melewar Library, training teacher*

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