

**UNIVERSITI TEKNOLOGI MARA
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI**



**PRACTICAL TRAINING REPORT
JABATAN AGAMA ISLAM SARAWAK
(JAIS)**

**MOHAMAD TAMIMI BIN MAHIEDI
2014758445**

**NAME OF SUPERVISOR
DR NADRAWINA BINTI ISNIN**

**NAME OF HOST SUPERVISOR
MADAM SARBINA BINTI MILI**

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ACKNOWLEDGEMENT

Alhamdulillah, first of all I would like to thank God as finally I was able to finish our practical training that have been assigned for subject ADS 667 (Practical Training). This training had been done successfully with all afford even though there's an obstacle were happened while doing this training. Luckily, all the obstacle can be settle down properly and wisely. I would like to thank to the organization for accepting my application as a practical student in their Industrial Training, which is *Jabatan Agama Islam Sarawak (JAIS)*. However, the Training Department from *Jabatan Agama Islam Sarawak* assigned me to *Administration Department at JAIS* The management team (*JAIS*) always give the supports and guide for doing tasks prolong with their assigned. I would like to express the deepest appreciation to my supervisors, Madam Sarbina Binti Mili for this great opportunities to have training with JAIS department.



MOHAMAD TAMIMI BIN MAHIEDI
2014758445
AM2886B

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CHAPTER 1: INTRODUCTION

1.1 Background of Sarawak Islamic Council

Islamic institutions began to grow in Sarawak since the 16th century, covering the coastal areas of Sarawak. Starting in 1842, under the “Brooke reign” Muslims affairs was controlled by “Datu-Datu” that have been appointed. In December 1954, the incorporation of Islamic council ordinance, chapter 105 has established a council of Islam and Malay customs agency responsible for administering the affairs of the Islamic state. Islamic council incorporation ordinance has undergone several amendments (last amendments in 2011) in order to uphold the Sarawak Islamic Council, *Majlis Islam Sarawak (MIS)* as the highest religious body in Sarawak. As a result of these amendments, Sarawak Islamic Religious Department, *Jabatan Agama Islam (JAIS)* was established on August 17, 1990 in line with the establishment of the Islamic religious department states throughout Malaysia together with the creation of Government Agencies and State Mufti Office (1998). As the executor of policies decided by the Majlis Islam Sarawak, Sarawak Islamic Religious Department director is also the secretary to Sarawak Islamic Council. JAIS are responsible for ensuring the implementation of the teachings of Islam in this country according to the understanding of Ahli Sunnah wal Jamaah with regard to religious tolerance policy adopted by the state government based on the teachings of true Islam religion.

CHAPTER 2: Schedule of Practical Training

1. Introduction

The location of the practical training is at level 14, Sarawak Islamic Religious Department. This department consists of several units namely Corporate Exercise Communication Unit, Unit of Account and Administration and Human Resources. I was assigning to Administration and Human Resources Department where specifically the practical training will be done. The training starts from the 25th of July 2016 until 16th of September 2016 and the duration are 8 weeks in total.



Diagram 1: (Administration counter level 14, Department of Islamic Affairs of Sarawak)