



اُونِيْوَرْسِيْتِيْ تِيْكَنُولُوْجِيْ مَآرَا
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MARA

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COLLEGE OF COMPUTING, INFORMATICS, AND MATHEMATICS

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ABSTRACT

This report describes the activities assigned to me during my 8 weeks of industrial training at Forest Research Institute Malaysia (FRIM) Kepong, Selangor Darul Ehsan. My industrial training is being completed in the building department at the publishing and technical services. The industrial training took place from 22 July until 13 September. During the trainee's industrial training period, the report covered a variety of topics, including the cataloging process, managing records, stock take, key in data, corporate social responsibility, and more. This report aims to provide useful information on Information Management to the general public, UiTM Rembau Branch, Forest Research Institute Malaysia (FRIM), Kepong, and trainees.

Keywords: *Cataloging, Data Management, FRIM, Managing Records*

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CHAPTER 1 INTRODUCTION

1.1 Introduction

Every student enrolled in the Information Management program must complete Industrial Training, an industrial internship program designed by University Teknologi Mara (UiTM) management, to pass semester 4 of their diploma program. This industrial training program lasts for roughly eight weeks which is equal to 2 months.

The purpose of this industrial training program is to expose students to real-world scenarios encountered in the workplace. In addition, the student can improve their abilities in management, safety procedures, communication, work ethics, etc. Subsequently, it is possible to introduce students to effective ways of interacting with industrial workers, which can improve relationships and foster a sense of harmony and confidence from all angles.

Additionally, the industrial training will help the students strengthen their areas of weakness and develop more critical thinking skills. The student may assess their suitability for employment after completing this industrial training. Through this practical experience, the student ought to be able to hone their capacity to investigate and decide more wisely regarding the effects of change.