



اَوْنِيُوْ سِيْتِيْ تِيْكَوْ لُوْ كِيْ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**INFORMATION SCIENCE STUDIES**  
**COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS**  
**UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN**  
**REMBAU CAMPUS**

**SUBJECT NAME:**  
INDUSTRIAL TRAINING (IMD 310)

**INDIVIDUAL ASSIGNMENT:**  
INDUSTRIAL TRAINING REPORT

**PREPARED FOR:**  
NURHIDAYAH BINTI NASHARUDIN

**PREPARED BY:**  
MEOR TAUFIQ BIN MEOR ABD RAHMAN (2022617618)

**GROUP:**  
N5CDIM1105A

**SUBMISSION DATE:**  
25 NOV 2024

**INFORMATION SCIENCE STUDIES**  
**COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS**  
**UNIVERSITI TEKNOLOGI MARA CAWANGAN NEGERI SEMBILAN**  
**REMBAU CAMPUS**

INDUSTRIAL TRAINING (IMD 310)

**INDIVIDUAL ASSIGNMENT:**  
INDUSTRIAL TRAINING REPORT

**GROUP:**  
N5CDIM1105A

**SUBMISSION DATE:**  
25 NOVEMBER 2024

## TABLE OF CONTENT

NUMBER	TITLE	PAGES
1	<b>1.0 INTRODUCTION</b> 1.1 Background of the industrial training program 1.2 Purpose and objectives of the report 1.3 Significance of industrial training for students of diploma in information management	1-4
2	<b>2.0 ORGANISATIONAL INFORMATION</b> 2.1 Organisational structure 2.2 Departmental structure and function related to information management	5-10
3	<b>3.0 INDUSTRIAL TRAINING ACTIVITIES</b> <b>3.1 Applying skills, knowledge, and competencies developed during the training period</b>	11-24
4	<b>4.0 LEARNING OUTCOMES AND ACHIEVEMENTS</b>	25-26
5	<b>5.0 RECOMMENDATIONS</b>	27
6	<b>6.0 CONCLUSION</b>	28
7	<b>7.0 REFERENCES</b>	29

## LIST OF TABLES AND FIGURES

### LIST OF TABLES

NUMBER	TITLE	PAGES
1	<i>Table of letter categories based on the letter reference number</i>	8

### LIST OF FIGURES

NUMBER	TITLE	PAGES
1	<i>Organizational structure chart of Bahagian Hal Ehwal Pelajar UiTM Cawangan Negeri Sembilan Kampus Rembau</i>	5
2	<i>Functional structure chart of Bahagian Hal Ehwal Pelajar UiTM Cawangan Negeri Sembilan Kampus Rembau</i>	7
3	<i>Picture of internship student sorting inactive student card</i>	11
4	<i>Picture of internship student inserting student eligible to receive UiTM zakat</i>	12
5	<i>Picture of internship student completing file minutes</i>	12
6	<i>Picture of internship student using a printing machine in the office</i>	13
7	<i>Picture of internship student classified records for disposal</i>	13
8	<i>Picture of internship student classified records for disposal</i>	14
9	<i>Picture of internship student using a shredding machine for disposal activities</i>	15
10	<i>Picture of collecting organization club active in UiTM Kampus Rembau file</i>	16
11	<i>Picture of digitalizing organization club active in UiTM Kampus Rembau file</i>	16
12	<i>poster the objective of EKSA</i>	17
13	<i>Picture of Mr Azizul giving a speech for Sambutan Hari Merdeka in front of the BHEP office.</i>	18
14	<i>Picture of Minggu Destini Siswa Telegram Groups</i>	19
15	<i>Picture of Taklimat Sambutan Hari Kebangsaan Tahun 2024 Peringkat Negeri Sembilan</i>	20
16	<i>Picture of Komander Kesatria Cawangan Negeri Sembilan With Mohd Zulhelmi bin Mohd Yunus TREC BHEP.</i>	21
17	<i>Picture of internship student setting up Dewan Biduanda For Sambutan Maulidur Rasul</i>	22
18	<i>Picture of BHEP staff with internship student winning staff parade competition</i>	22
19	<i>Picture facilitator handling student anaerobic for Program Prekampung Ilmu</i>	23

## 1.0 INTRODUCTION

The industrial programme is one of the academic sessions to be completed. The industrial programme is the practical application of the student in the working industry. The industrial training programme must be related to academic knowledge that is learned in the academic university. **Practical Industrial training** is related to many important things to prepare students for the world of work such as work ethics, socializing time management and employee personality.

This report comprehensively **overviews industrial training experience** at the UiTM Rembau Kampus. The primary objective of this training was to bridge the gap between theoretical knowledge acquired during my academic studies and the practical application of information management principles within a university setting.

The report is a general overview of the **UiTM Rembau Kampus**, it's about a specified organisational structure which is Bahagian Hal Ehwal Pelajar Am department (BHEP) where the student was assigned. The various tasks, projects, and activities undertaken during this training period, emphasised the skills and competencies developed. Learning outcomes achieved, the personal growth experienced, and the professional development gained throughout the training.

During my industrial training at UiTM Kampus Rembau, I had the opportunity to work on a variety of projects related to records management. These projects enabled me to apply my knowledge of records management and develop practical skills in records specialized. Additionally, gained familiarity with the theoretical part commonly used in the Hal Ehwal Pelajar Am Department.

One of the most valuable aspects of my training was the opportunity to collaborate closely with experienced professional staff. Learning from their expertise and insights into the unique challenges and best practices of information management within a university setting was invaluable.