



FACULTY OF INFORMATION SCIENCE COLLEGE OF COMPUTING,
INFORMATICS, AND MATHEMATICS, UNIVERSITI TEKNOLOGI MARA

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD 310)

INDUSTRIAL TRAINING REPORT

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INDUSTRIAL TRAINING REPORT

It is stated that this practical training report is prepared

BY

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Entitled

INDUSTRIAL TRAINING REPORT IN RECTOR'S OFFICE AND ADMINISTRATION
OF UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN BRANCH REMBAU
CAMPUS

REPORT SUPERVISOR: PUAN NURHIDAYAH BINTI NASHARUDIN

ABSTRACT

In this report, I have completely indicated that the industrial training placement that I have attended for 8 weeks in accordance with the industrial training period is the same as specified, and there is nothing less or more than that date. As you are aware, I had industrial training in the rector's office and administration of Universiti Teknologi Mara, Negeri Sembilan branch, Rembau campus which serves as my own study center throughout my career as a diploma-level student in information management. Not to mention, the rector and administration division is more particular and oriented to UITM officers or staff in the academic and administrative divisions, who have a lot of contact with students and lecturers from each department on the Rembau campus, thus I don't know anything about this department. In truth, I have never visited it. After being assigned to undergo industrial training in this department, I am more exposed to the job scope of staff work in this administrative division and my mind is much more open than usual because I am quite comfortable working here and it is one of the parts that I have wanted to explore and learn about for a long time. I am also quite interested in exploring this section and from here I can feel the atmosphere as a permanent officer working in this department. Furthermore, when it comes to the tasks given by the supervisor, I can conclude that all the tasks given to me, together with the simple yet easy-to-understand advice, enable me to successfully complete every task assigned to me and I additionally earn the trust of the staff there to assist them in finishing some of their work as well. The tasks given are not too burdensome and troublesome as well as the most important thing is that they are not too different from the profession taken by myself, namely the field of information management, and the tasks given to me can be carried out well and more efficiently since I am also experienced with these tasks because it appears that I have been exposed in advance to the same tasks as I do now in the administration.

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CHAPTER 1: INTRODUCTION

UiTM Administrative Division Negeri Sembilan Branch, Rembau Campus is one of the primary portions of the campus which was built when the Rembau Campus was opened on 1 February 2017. The Administration Division serves as the administrative secretariat for staff issues including the management of human resources, the development of human resources, customer service, general administration, departmental vehicle management and UiTM convocation management. The Rembau Campus Administration Division is devoted to providing good, transparent and objective services to customers designated in accordance with University and Malaysian government standards. UiTM's recognized consumers include staff, students, parents, the general public, industries and university stakeholders.

1.1 PURPOSE AND OBJECTIVES

Among the main objectives of the office of the rector and administration of Universiti Teknologi MARA Cawangan Negeri Sembilan Kampus Rembau is to serve as an efficient administrative secretariat and manage staff service affairs through a culture of quality, provide regularly updated staff records and statistics, effectively and amicably manage employee training, serve as the secretariat for campus-wide gatherings, and lastly, provide a good environment for car and postal services.

1.2 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA IN INFORMATION MANAGEMENT

One of the benefits of attending industrial training for diploma-level students is that it increases awareness of the realities of the workplace. With the presence of industrial training, many useful experiences can be adapted by students who wish to start a career as workers before entering the job market. It can also boost students' self-confidence through the experience gained and the extensive knowledge they acquire from industrial training. In addition, it can further enhance and expand students' technical knowledge and skills by providing them with