



اُنِيْوَرْسِيْتي تِيْكْنُوْلُوْجِيْ مَارَا
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DIPLOMA IN INFORMATION MANAGEMENT
(N5CDIM 110)

INDUSTRIAL TRAINING (IMD 310):
ADMINISTRATION IN JKR SABAK BERNAM

PREPARED BY:

SITI NOR RA BINTI BASRI

2022624168

GROUP:

N5CDIM1104H

PREPARED FOR:

NURHIDAYAH BINTI NASHARUDIN

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ABSTRACT

I have undergone my industrial internship from 22 July 2024 until 13 September 2024 at Jabatan Kerja Raya Sabak Bernam, Selangor. This report covers all the requirements set forth by the faculty for the industrial training report. There are 5 major chapters in the industrial report. The organization's history is introduced in Chapter 1. While Chapter 2 goes over the department's organization and function, Chapter 3 describes the task, activities, and involvement during the industrial training period with an attachment of my task. The assessments and takeaways from the two-months industrial training are discussed in Chapter 4. Chapter 5 concludes with a summary of the whole study and suggestions for enhancement to the industrial training program.

Keywords: application of knowledge, internship activities, JKR recommendations, industrial training findings

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CHAPTER 1: INTRODUCTION

As part of the curriculum for the Diploma in Information Management offered by the Information Science Studies, College of Computing, Informatics, and Mathematics at Universiti Teknologi MARA, students are required to complete industrial training. A vital part of the diploma program, this practical training gives student firsthand experience in the fields and enables them to apply the theoretical knowledge they have learned in the classroom to a real-world professional setting. To receive the Diploma, the industrial training must be completed successfully.

The development of the professional and practical abilities required of the future information professionals depends heavily on this course. After the fourth semester final test, students must participate in industrial training over the semester break. An entity that manages information, grants access to information, and facilitates user interaction with information must host the eight-week training. To increase the students' exposure to and comprehension of the variety of responsibilities in the information management industry, it is advised that this training be held at information agencies other than libraries.

The purpose of this industrial training program is to record the student's experience during the training process. This outlines the tasks they accomplished, the abilities they acquired, and the challenges they encountered. This record can be used as a guide by the organization and students to assess the effectiveness of the training. Students can also reflect on their experiences and assess their own performance. This self-evaluation is essential for both industry and student advancement since it enables students to pinpoint their strengths and weaknesses while setting goals for future growth.

The importance of industrial training for Diploma in Information Management students is they can put their knowledge into practice, hone their abilities, interact with specialists in the field, increase their employ-ability, and get ready for their future employment. Lastly, as a result it provides students with the practical experience they need to succeed in the cutthroat field of information management, the significance of this curriculum extends beyond academic requirements.