



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**TUANKU JAAFAR COLLEGE (KTJ)**  
**71700 MANTIN, NEGERI SEMBILAN, MALAYSIA**

**Prepared By**

**SHAIFUDIN BIN SULAIMAN**

**2012763163**

**BACHELOR OF INFORMATION SCIENCE (HONS.)**  
**RECORDS MANAGEMENT**

**FEBRUARY – JUNE 2015**

## **ABSTRACT**

Tuanku Jaafar College is one of the region's premier international schools for students aged 3 to 19 years. The main department which handles the organization is Admin Department. The department has their own archive which is need to be evaluating with the archive project that might assist the archive to be success, perhaps the digitization and the system might be helpful in order to get best practice for the archive. Besides that the running flows of organization being assist with organizational structure project, audit 2015 records admin department, GST (Goods and Services Tax) project, managing financial records project, records filing project in accounts department, archive project, digitization and OpenDocMan system. All of this project being implement during the internship program from February until end of June 2015.

## **ACKNOWLEDGEMENT**

Alhamdulillah, I am really grateful to Allah S.W.T for giving me healthy, strength, idea and opportunity to complete my industrial training report for this semester as a fulfillment of the requirements for the course IMC690. Without his blessing and permission, this project could not have been completed.

First of all, my utmost gratitude to the Almighty Allah for His blessings and guidance throughout time. I would like to take the opportunity to thank those who have helped and supported me all this while. My very first thank goes to Mr. Mohd Zul-Azmi Bin Ishak, the ever patient advisor. Without his guidance and help, this industrial training would not have been a successful one.

Also to my family who is always there whenever I'm in need, mentally and financially. Last but not least, I treasure the streaming help and support from friends and classmates. It has been such a wonderful year being with all of you, through all the bitter and sweet memories.

## **TABLE OF CONTENTS**

<b>CONTENTS</b>	<b>PAGE</b>
TITLE PAGE	i
DECLARATION	ii
ABSTRACT	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS	v
LIST OF TABLES	ix
LIST OF FIGURES	xi
LIST OF APPENDICES	xii
 <b>CHAPTER 1 : INTRODUCTION</b>	
1.1 Background of the Organization	1
1.2 Organizational Structure	4
 <b>CHAPTER 2: ORGANIZATION INFORMATION</b>	
2.1 Departmental Structure	5
2.2 Department Function	6
 <b>CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES</b>	
3.1 Training Activities	9
3.2 Special project	11
3.3 Description of event/project/activity	13

## **CHAPTER 4: CONCLUSION**

4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)	46
4.2 Lesson learnt	47
4.3 Content	48
4.4 Suitability of Organization	49
4.5 Limitations and Recommendations	49
 REFERENCES	 50
APPENDICES	51