

FACULTY OF BUSINESS AND MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION (HONS.)

HUMAN RESOURCE MANAGEMENT

HRM666 (HUMAN RESOURCE INTERNSHIP)

INTERNSHIP REPORT



RECTOR OFFICE UNIVERSITI TEKNOLOGI MARA (UITM)
PERLIS BRANCH

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EXECUTIVE SUMMARY

This industrial training report is a thorough essence of my journey that I undertook as an intern within 24 weeks in Rector's Office Universiti Teknologi MARA (UiTM) Perlis. This report aims to show my industrial training process throughout this 24-week period which will include industrial experience such as engaging with many people, adaptations to working in real industry, and knowledge and skills gained related to work and personal development. My internship began on 1st March 2021, under the supervision of Puan Azmira Sharina, the secretary of the Rector's Office.

Throughout this period, I served as an intern in the administration department, assisting my supervisor with various administrative tasks within the Rector's Office. The report also includes an overview of the Rector's Office and UiTM, highlighting their history and the activities they have been involved in. Additionally, the report features my personal profile, the company's profile, a reflection on my training, and a Swot and Pestel analysis. The SWOT analysis evaluates the company's competitive position by identifying its strengths, weaknesses, opportunities, and threats, accompanied by a SWOT matrix and recommendations.

Industrial training at a Rector's Office provides me with a unique perspective on academic administration and governance. I also gain hands-on experience in managing educational policies, coordinating between departments, and understanding the intricacies of institutional operations. This training helps me develop administrative skills, such as organising events, handling documentation, and communicating effectively with faculty and staff. Additionally, I also learn about strategic planning, resource allocation, and the importance of maintaining academic standards. Exposure to these activities enhances my problem-solving abilities and adaptability in a professional setting. Overall, this experience equips me with a comprehensive understanding of academic management, preparing for roles in educational leadership and administration.

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COMPANY'S PROFILE



COMPANY'S NAME

Rector Office, Universiti Teknologi MARA (UiTM) Perlis Branch



Figure 1.0 Rector Office, UiTM Perlis



COMPANY'S LOCATION

The Rector's Office is located on the second floor of the UiTM Perlis Administration Building. The Administration Building is situated near Dewan Seri Semarak (DSS) and the Dato' Jaafar Hassan Library at UiTM Perlis. It was established in July 1974 in line with the establishment of the UiTM Perlis Branch.



Figure 2.0 Administration Building

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COMPANY'S BACKGROUND



Figure 3.0 UiTM Perlis Branch

UiTM Perlis is a branch of Universiti Teknologi MARA (UiTM) located in Arau, Perlis. It's mainly for Bumiputera students, offering a variety of programs like business, engineering, IT, and sciences. UiTM Perlis Branch, establish in 1974, started with 258 students and a few diploma programs. Initially, it operated from a temporary location before moving to its permanent campus in Arau in 1980.

Over the years, it has expanded significantly in terms of infrastructure, staff and student enrollment. Currently, the branch comprises 7 faculties offering a total of 34 programs, including degrees and diplomas. It boasts various facilities such as residential colleges, laboratories, halls and sports amenities, some of which are available for public use.

The Rector's Office is located on Aras 2, Bangunan Pentadbiran. It was established in July 1974 in line with the establishment of UiTM Perlis Branch. This office is headed by the Rector, Rector's Secretary, Executive Officer and Operation Assistant. There are 6 Units under the Rector's Office which are Quality Unit, Corporate Communication Unit, Office of International Affairs, Strategic & University Transformation Unit, Islamic Affairs Unit and Unit Zakat, Sedekah & Wakaf