

BACHELOR OF SCIENCE (HONORS) LIBRARY AND INFORMATION MANAGEMENT FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

GENERAL TUN IBRAHIM LIBRARY, NATIONAL DEFENCE UNIVERSITY OF MALAYSIA

Kem Perdana Sungai Besi, Kuala Lumpur

PREPARED BY:

SALZAWANY BINTI ABDUL KARIM
2011118547
IM224
FEBRUARY – JUNE 2014

Declaration

I hereby certify that I am the sole author of this report and that no part of this report has been

submitted for any other purpose.

To the best of my knowledge, I certify that all the details of this report is genuinely my own

training experience as the trainee librarian and this report has not been published before. All

information presented is based on author's knowledge and experience and not plagiarize

anyone's work.

Signature

:

Name

: SALZAWANY BINTI ABDUL KARIM

Matric number: 2011118547

Date

: 7 JULY 2014

ii

Acknowledgement



Alhamdulillah, praise to Allah, Most Gracious and Most Merciful for giving me a good health to finish my practical session and completing this report at given time. Praises to God for giving me the patient, strength and determination to go through and complete my training session. Before that, I would like to give my special thanks to General Tun Ibrahim Library including the Chief Librarian, Mohammed Dzulkarnain Bin Abdul Karim as well as all the library staff for giving chance to gained experience and gained knowledge from the library. Thanks also to all people who have help and support me on finishing this practical at General Tun Ibrahim Library. Not to forget, the Librarian, Head of Division and other staff at General Tun Ibrahim who have guide me and assist me on my work process.

Next, I would like to thank my Lecturer Supervisor, Dr. Dang Merduwati Hashim. who always guide me in my report as well as my Case study research. Even though we are far from each other and communicate via social media but she never miss to seek update information from us.

Lastly, I would like to thank my parents and family who always support me in everything I do and always understand my situation. Besides, thank you also to all my friends for always sharing their ideas and thought and always there to help me. Thank you also to all people who involves directly and not directly in completing my practical report.

Thank you.

Table of Content

Title	Page
Declaration	ii
Objective of Practical Training	iii
Objective of Practical Training Report	iii
Acknowledgement	iv
Table of Content	v
Chapter 1: Introduction	
1.1 Background of the Organization	1
1.2 Organizational Structure	10
Chapter 2: Organization Information	1
2.1 Department Function	25
Chapter 3: Industrial Training Activities	
3.1 Training Activities	28
3.2 Conclusion	35
Chapter 4: Conclusion	
4.1 Lessons Learned	36
4.2 Suitability of Organization	37
4.3 Limitations and Recommendations	38
REFERENCES	40
APPENDICES	41

1.1 BACKGROUND OF THE ORGANIZATION

NATIONAL DEFENCE UNIVERSITY OF MALAYSIA (NDUM)



UPNM was formerly known as Akedemi Tentera Malaysia (ATMA) or the Malaysian Armed Forces Academy which was established on June 1, 1995. The institution was also branded as the sole organization responsible in upgrading the knowledge and academic status of the armed forces by offering bachelor degree courses in fields of engineering, sciences and managements while not neglecting the basic requirements of military training.

The bachelor degree courses were accredited and awarded by University

Teknologi Malaysia in the beginning. Lecturers – some from within the armed

forces, some hired by the academy and the rest deputised by UTM where all

were fully committed to changing the face of the Malaysian armed forces.