



اَوْبُوْ سَيِّدِيْ تَيْكُوْلُوْ كِيْ فَبَارَا
UNIVERSITI
TEKNOLOGI
MARA

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TUANKU BAINUN,
UNIVERSITI PENDIDIKAN SULTAN IDRIS,
35900, TANJONG MALIM,
PERAK DARUL RIDZUAN**

**NUR SYAZWANI BINTI MOKHTARUDDIN
2015263312
BACHELOR OF INFORMATION SCIENCE (HONS.)
LIBRARY MANAGEMENT
1ST AUGUST 2018 – 31ST DECEMBER 2018**

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by



NUR SYAZWANI BINTI MOKHTARUDDIN

2015263312

Date of submission:

ABSTRACT

This industrial training report describes the activities and project that have done by the practical students during their industrial training at the selected academic library which is Tuanku Bainun Library of Sultan Idris Education University (UPSI). The student has been there for five months started from 1st August 2018 until 31st December 2018. Tuanku Bainun Library is a one of the great places for students to undergo industrial training in order to gains a high quality of knowledge and experience, improve their communication skills, learn to be more punctual and discipline. Industrial training is the best method to enhance student knowledge and skill from what they have learned in the university. This industrial report consists of 4 chapters which are introduction, organization information, industrial training activities and industrial training reflection. Chapter 1 introduced background of the organization and organizational structure. Chapter 2 described departmental structure and functions. Chapter 3 explained training activities at each division, other activities and special project. Lastly, chapter 4 described knowledge gained, personal thoughts and opinion, lesson learnt and the limitation and recommendation.

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