

**IMC 690:
INDUSTRIAL TRAINING**

**PERPUSTAKAAN KEMENTERIAN BELIA DAN SUKAN,
MENARA KBS, NO 27 PERSIARAN PERDANA,
PRESINT 4, 62570 PUTRAJAYA**

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DECLARATION

AUTHOR'S 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



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ABSTRACT

Industrial training is one of the compulsory study requirements in order to fulfill students to hold a degree. It is a challenge to anyone who involved on it. Writer was chosen to do an internship at Perpustakaan Kementerian Belia dan Sukan (KBS), Putrajaya. Writer has been there for five months starting from 2nd February 2016 until 30th June 2016. KBS Library is a one of the great mechanism to the students in order to acquire and gains a high quality of knowledge. Other than that, it is suitable place for Information Management's students to undergo their practical training. The report of this practical training consist five chapters which are introduction, organization information, industrial activities training, reflective writing and conclusion. The main inputs in this report are chapter 3 and 4. Writer will explain in detail the activity done within five months here and special project that writer has done. Lastly, chapter 4 will cover about knowledge gained, personal opinion, lesson learnt and limitation and suggestion from writer perspective.

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