

**INDUSTRIAL TRAINING REPORT**

**(IMC 690)**

PERPUSTAKAAN POLITEKNIK SULTAN ABDUL HALIM MU'ADZAM SHAH, JITRA,  
KEDAH

(POLIMAS)

By:

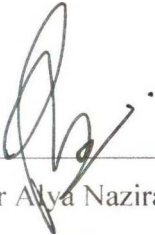
Nur Alya Nazirah Bt Ariffin (2016652914)

Faculty of Information Management  
Universiti Teknologi Mara, Kampus Rembau

## 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.

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Nur Alya Nazirah Bt Ariffin

2016652914

Date of submission: 09 January 2019

## Abstract

In this report, it was covering about the whole of industrial training activities in 5 months. The detail information regarding the organization and its department also was stated in this report. It was to give clear vision for the reader. The chosen organization for industrial training was a library in Politeknik Sultan Abdul Halim Mu'adzam Shah (POLIMAS) located at Jitra, Kedah. The explanation concerning with special projects also stated as well. There were about, *Program Singgah Santai*, *Lawatan Mesra Politeknik Ungku Omar (PUO)*, *Bengkel Penulisan Artikel Jurnal* and *Siri Pendidikan Pengguna*. This entire programme conducted had a good cooperation with other staffs in library. Moreover, in chapter 4 it related with industrial training reflection whereas the student can explained about their knowledge gained, personal taught and opinion lesson learnt, and what of limitation and recommendation that they can identified. This so important to ensure and identified the capable of students along the 5 months of industrial training. Within this report also, students can express what their feeling and idea for some circumstance in handling the obstacle. In other words, industrial training was a worthy platform for final year students to challenge themselves with a new task and environments. Lastly, this report was evidence of high commitment from students for their academic institutional and organizations as well.

## Acknowledgement

I would express my appreciation for my lecturers, parents, my fellow friends, POLIMAS's librarian, and library staffs for the whole of five months involved with industrial training. It was an honour to get a chance from POLIMAS organization and their library unit for me to do the industrial training at their place. All the valuable experience will cannot be bought in other places. It was such a grateful moments along the five months within all library staffs and had a great cooperation also knowledge sharing without awkward situation besides made me more comfortable with them. Plus, I would say thank you to my lecture, Encik Faizal Ramsi in helping final year bachelor students to apply this industrial training at chosen organization and Encik Mohd Kader Mustajir as my supervisor from UiTM. Afterwards, I was thankful to my parents that gave me a lot encouragement, times and money spending along industrial training. This industrial training was helpful for me to be a better person in future.

Thank you.

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