



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TENGKU ANIS UiTM CAWANGAN KELANTAN KAMPUS  
MACHANG**

**PREPARED BY:**

**NUR NAJIHAH BINTI HARIS FADILA (2019489518)**

**BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY  
MANAGEMENT (IM244)**

**FACULTY OF INFORMATION MANAGEMENT UiTM KAMPUS SUNGAI  
PETANI, KEDAH**

**6 SEPTEMBER 2021 – 6 FEBRUARY 2022**

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Signed by

Najihah

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## ABSTRACT

This paper includes a detailed about the industrial training that is being conducted at Perpustakaan Tengku Anis, UiTM Machang Kelantan. Based on the time period from 6 September 2021 until 6 February 2022. The chapter is divided into four chapters: an introduction to UiTM Machang and Tengku Anis Library, differences in roles and job scopes performed by four departments at Tengku Anis Library, activities performed during practical training and special project management, and knowledge and lessons learned during the training period.

*Keywords: Tengku Anis Library, UiTM Machang, industrial training, department*

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