



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF INFORMATION MANAGEMENT**

**INDUSTRIAL TRAINING REPORT**

**PERPUSTAKAAN TENGKU ANIS**  
**UiTM CAWANGAN KELANTAN (KAMPUS**  
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**6 SEPTEMBER 2021 – 6 FEBRUARY 2022**

## AUTHOR'S DECLARATION

I declare that the work I produce in this study has been carried out in accordance with regulations of Universiti Teknologi Mara (UiTM). This is my original work and is the result of my own work,

Unless otherwise indicated or recognized as preference work. I am also declaring that no part of this report has been published or submitted for publication. This work and my practical training report is not submitted to any academic institution or other non-academic institutions.

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## ABSTRACT

In this industrial training report, it provides a thorough description about the practical training which are being carried out at Perpustakaan Tengku Anis, UiTM Machang Kelantan for 5 months. There are 4 chapter's contains introduction to UiTM Machang and Perpustakaan Tengku Anis, organizational structure from 4 departments and 9 units at Perpustakaan Tengku Anis, the whole activities that are being carried out during the practical training and special project managed. Lastly, knowledge and lesson gained during the time period of training. The first chapter of the report is an introduction to the background of UiTM Machang and Perpustakaan Tengku Anis. Proceed to the next chapter, show thorough organizational structure with details explanation of departments and units in PTA such as administration, customer service. Third chapter was about training activities performed during training period followed by last chapter that conclude the report with all points of knowledge and lesson learned as the outcomes if industrial training.

**Keywords:** *Perpustakaan Tengku Anis, UiTM Machang, Practical Training, Training, PTA Department, Activities.*

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