

INDUSTRIAL TRAINING REPORT

29 AUGUST 2022 - 10 FEBRUARY 2023



الجامعة
UNIVERSITI
TEKNOLOGI
MARA

Fakulti

Pengurusan
dan Perniagaan

Company :

Research, Industry, Community,
Alumni, Entrepreneurship, and
Network (RICAEN) UiTM Perlis Branch

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EXECUTIVE SUMMARY

My experience at RICAEN, UiTM Perlis, which lasted for a total of six months, was both remarkable and fascinating. RICAEN stands for **Research, Industry, Community, Alumni, Entrepreneurship, and Network**. RICAEN is responsible for the management as well as the coordination and provision of services linked to research, consulting, and publication. In addition to this, RICAEN assists in the creation of new disciplines that are in accordance with the goals of campus programmes. RICAEN spread information as well as give people of UiTM Perlis with research, consulting, and training in writing. Furthermore, RICAEN cultivates new links with businesses, communities, alumni groups, and other institutions, as well as strengthens the ties that already exist amongst these groups. It is the responsibility of the department to provide assistant to all academic members with grant applications, publishing, intellectual property, consulting services, and commercialization. During the period that I spent working as an intern, I was given a position in the Research Management Unit. This unit was directed by Dr. Wan Izhan Nawawi bin Wan Ismail and supported by an administration staff of the UiTM by the name of Mrs. Zurita binti Jaafar. Throughout my internship, I was able to gain a wide range of new experiences and skills in a variety of different areas. The office of RICAEN is open from 8:00 AM to 5:00 PM, Monday through Friday. There, I helped handle local order payments, claims for travel and other expenditures, claims for miscellaneous expenses, and honorarium payments to faculty members who get funding from the institution's general fund, private foundations, corporations, universities, and government agencies. In addition to accepting applications for and extending contracts with Graduate Research Assistants and Research Assistants, I am also responsible for processing their monthly wages. In addition, I will double-check that there is adequate money in the Research Ethics Depository (IRES) system before continuing with those claims and payment processes. Last but not least, RICAEN has provided me the chance to learn new things in addition to exposing me to a pleasant working atmosphere.

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2.0 COMPANY PROFILE

2.1 COMPANY BACKGROUND



Figure 2.1.1 RICAEN Logo

I started my industrial training at the UiTM Perlis Branch of Research, Industry, Community, Alumni, Entrepreneurship, and Network (RICAEN) on August 28, 2022. My department are responsible for aiding all academic members with grant applications, publications, intellectual property, consulting services, and commercialization.

In addition, RICAEN create new relationships and strengthen existing ones with businesses, communities, alumni groups, and other institutions. I worked alongside Dr. Wan Izhan Nawawi bin Ismail and his assistant, Mrs. Zurita binti Jaafar, in the Research Management Unit. Our office is located on the third floor of the PJIM&A building, opposite to the Complex Star building.



Figure 2.1.1 RICAEN on Google Map

RICAEN is located inside of UiTM Arau, Perlis. The address is PJIM&A Building, UiTM Perlis, 02600 Arau, Perlis, Malaysia. RICAEN's business hours are Monday through Friday, 8:00 AM to 5:00 PM.

2.2 VISION

To become a world-class research, innovation, consultancy, and publication management centre and to undertake mutually beneficial UiTM Perlis interactions with industry, government, and the private sector.

2.3 MISSION

- Strengthen the university's scholarly and innovative capabilities by delivering quality services
- Establishing a good, harmonious, and effective relationship between UiTM Perlis and industry, government, the private sector, and society
- Emphasizing strategic relationships with stakeholders that yield positive results for UiTM Perlis and stakeholders.
- Ensuring that relationships with industry, government, the private sector, and the community have a positive impact on the image of UiTM Perlis.

2.4 OBJECTIVE

- Manage, coordinate and provide services related to research, consulting and publishing.
- Helping the development of new fields in line with campus program priorities.
- Disseminate and provide research, consultation and writing training to UiTM Perlis residents.
- Ensuring that the culture of innovation, research, consultation, and publishing at UiTM Perlis is constantly thriving.
- Assist in enhancing the teaching and learning quality of the academic staff of UiTM Perlis.
- Enhance the employability of future UiTM Perlis graduates.
- Assist UiTM Perlis in organising revenue-generating campus activities.