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ACKNOWLEDGMENTS

B.Sc Engineering course is scheduled for 4 years academic and Industrial training period of 6 months. I was appointed to the CML-MTD Construction LTD, which is a leading civil engineering construction company in Sri Lanka for my second Industrial training period of 10 weeks.

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MOVE STRUCTURE ANALYSIS OF ACKNOWLEDGEMENT SECTION IN INDUSTRIAL TRAINING REPORT
Sri Lanka Institute of Information Technology, Sri Lanka
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Abstract
In academic writing, gratitude is expressed in acknowledgement pages. The section is not...
Keywords: acknowledgement, move structure, report, academic writing

1.0 INTRODUCTION
Reports, memos, minute meeting, job applications...
Acknowledgement page is a section in which the author expresses gratitude for assistance...
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ACKNOWLEDGEMENT

First of all, I would like to thank Mrs. Peeti Hooda (Manager HRD) for granting me permission to undergo training in this company.
Mr. Siddharth Shrivastava (Sr. Manager, RAD) & Mr. Hari Shankar Singh (Sr. Engineer, RAD) for guiding and imparting me knowledge under his supervision and helping me throughout my training schedule. Moreover, I would like to pay sincere thanks to Dr. Rajul Patel, Dr. Mohi and all the employees for assisting and helping me in clearing my doubts. I sincerely think this training schedule will help me in understanding my engineering branch in the years to come in a much better way.



Date: _____
(Siddharth Shrivastava)
(Manager RAD)

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It is always a pleasure to remind the fine people in the Engineering program for their sincere guidance I received to uphold my practical as well as theoretical skills in engineering.

Firstly I would like to thank Dr.

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Acknowledgement

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29c) Academic Service Unit (Date: 26. Read the instruction 6. Weeding project require trainee to select and decide whether to add the item to other libraries or remove from the library's collection. This is a big responsibility because the trainee need to do wise decision and did not remove valuable items from library's collection. Update the laws. This library is a supportive institution for Faculty of Law. This is because the collection is huge and currently there only have two staffs who perform this task. The trainees has joint briefing conducted for librarians who taught undergraduate students. The library can follow other academic libraries to conduct information literacy. Furthermore, this unit is also handling Information Skills Session for post-graduates. Below is example of exhibition created by International Islamic University Malaysia (IIUM) Library. There is a lot of work under this unit. Shamsiah and Mrs. Thus, the library can search for volunteers from UM students to help in scanning the collection. Other than that, the library can digitizing on non-active library materials with value information and published in the website to share with public. The trainee also applied knowledge gained from the lecturer who taught subject of Organization of Information: Abstracting and Indexing (IML605) in completing the task given. Other than that, at archive unit and microform unit, the trainee has got opportunity to digitization process. In addition, trainee also knows about international conference and how to produce a good paper for entering international conference. 6 INDUSTRIAL TRAINING REPORT [UM LIBRARY] Below is the operation hour for main library: Table 2: Operation hours Exam Week Final Semester Day During Break Semester Monday: Friday 8.00am- 8.00am- 8.00am- 10.30pm 12.00am 7.00pm Saturday - Sunday 9.00 am - 4.00 pm Public Holiday CLOSED Library services and its collection available at main library are almost same with other academic libraries. Therefore, students are able to learn more on management, gained add skills and practical knowledge that are possibly different at the class. It is easy for users to look up the availability at every levels. These materials are kept in closed stacks for preservation and users are allowed reference facilities at the designated reading areas. The slides and notes used in the class also available at Interaktif portal that can be download anywhere and anytime. Library Announcement (Date: 21th Dec. All the designs has different approached in order to make it be eye's catch. Below are design created by the trainee: Figure 100: First design Figure 101: Second design Mr. Zaki and Mrs. The library should use facility available in the library wisely. It is beneficial for blind people or visual impaired to use this facility independently with voice commentary. This guide has been produced by the trainee for the requirement of special project. 2015) The trainees need to clear the manuscripts from dirt and arrange it orderly according to call number. Therefore, with the existing of this subject, students can get the image on working in field that they have learnt. Information agencies are service based industries which can give a lot of new skills and sharpen the existing skills such as communication skill. The trainee also got opportunity to help the library to manage weeding project at Za'ba Memorial Library. 23 Figure 29: Library system Figure 30: Carrel room Figure 31: Shelving activity Figure 32: Trainee at counter EVALUATION ABOUT THIS UNIT In the trainee opinion, this division is systematic and well manages. This service is seldomly being offered at academic libraries. Punctuality makes the trainee be more confident and dependable. Brett & Kate McKay, (2012) mentioned that being punctual builds the self-confidence. Showing up on time teaches that a person can depend on himself. Figure 36: Upload file. Figure 29 shows carrel room available at this library, and reference hall. The trainee do not give up and try to suggest for other activities at different branch library and finally it has been accepted. Moreover, it is same with a situation where the library staffs or top management assigns the trainee more tasks to do when the trainee already overloaded. This is because Malaysia law is continuously being updated. This is because there have shelving schedule that will be change every two months. There are also books and journal titles in electronic format accessible via Electronic Databases. iii. Visitors from outsider such as foreigners and private institution need to pay RM 21.20. Besides that, the trainees responsible for register the carrel room for postgraduate students. Currently, the exhibition is all about library's achievement and some history about the library. Figure 53: Figure 54: Figure 55: Glue the buckram Clean Book after repair EVALUATION ABOUT THIS UNIT This unit is an important unit for preserving the library collection. However, there have certain service and collection would be highlight here which may be slightly different than other libraries: Table 3: Library collection Library Collection Description Microform The collection start from early of Malaya. The trainee needs to follow the instruction given at the loose leaf. The government of the two territories indicated their desire to change the status of divisions into a national university. The theme can be change monthly or twice into months. iii INDUSTRIAL TRAINING REPORT [UM LIBRARY] OBJECTIVES OF INDUSTRIAL TRAINING The main objective of industrial training for the students is to give them working experience with specific task and responsibilities. It is including circulation activities and providing information regarding electronic resource and online database. However, in trainee's view, some of the computers are not connected to Local Area Network (LAN) which cause of no internet connection. The trainee has apply the knowledge gained from subject Publication & Production of information materials (IML 601) and Electronic Publishing (IMD 304) to produce a bulletin. Ms. Aruna had gave an idea to the trainees about her job to produce statistics every weeks for the institution. Read roughly gazette amending act 4. Main Library is conducting core library's activities for all libraries. Retrieved from Online. The relevant of giving at least four months working experience at selected organization is most of the students do not have chance to work in office especially in information management's field. However, it is best is the trainee can learn longer at Main Library since all the activities are based on Main Library. This small change in mind can improve the mood. Another skill that the trainee gain during industrial training is professionalism. Government institutions are common with professionalism attitude and attitude. This signage is good to inform users and give direction to the users. Thus, the library needs to complete digitization process in short time to minimize the damage microfilm. Give the idea to future practical students about tasks they need to perform during internship. Figure 105: Discussion among Figure 106: Cover page of trainee Internship Bulletin 62 Draft the information to write in the bulletin Design the bulletin Adobe software insert information in the bulletin. Consult with supervisor if accepted. If there is point to proceed the bulletin change, edit the bulletin Finish Figure 107: Workflow of Internship Bulletin 633. Last but not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare student to expose to the real working environment and also to be a good and better librarian in future. Therefore, the knowledge gained can give benefit to the students itself and to the organization. Diploma Information Management (IM110). Below are the list of special libraries under UM: i. Among the both available are end note class, academic service unit, and games. There are 4 branch libraries which are Main Library, Za'ba Memorial Library, Medical Library, Law Library and 7 special libraries which focus to the certain faculty. Thus, library should be actively conduct high impact programs and activities for users. Another suggestion is that Law Library can use television area to promote library awareness. The aimed of this division are to fulfill users' satisfaction and also providing current information to users. The trainee agreed on the point wrote by Boves (n.d.), the 7 biggest challenge to inspire and maintain high levels of self-esteem among staffs is the ability of an organization to create a sense of staff self-responsibility. Lisdar gave two days for completing the exercises and on last day, Mrs. Cataloging Publication Digitization and Production Weeding Application Communicative project on of ation knowledge promotion Law Library Through five months industrial training at UM Library, the trainee has gained a lot of knowledge about library management. Figure 27: System offline The trainees eager to learn the process of locating library materials stored at Compact Room (BKOM). Internship bulletin is prepared by the trainee to inform people about the activities done by the trainees during five months of training at UM Library. The first Vice-Chancellor was Professor Oppenheim, a world-renowned Mathematician. According to UM's website, currently, His Royal Highness The Sultan of Perak Darul Ridzuan, Sultan Nazrin Muizzudin Shah is the Chancellor of the University of Malaya. Professor Dato' Dr. Mohd Amin Jalaludin was appointed as the eleventh Vice-Chancellor of University of Malaya on 8th November 2013. For example, the library need to buy photocopy machines and canner in order to perform document supply service. Joint Library Meeting with book publisher (Date: 1st Oct. However, during learning process at the faculty, the trainee has not get any chances to have self-learning input bibliographic information in library system. For semester 2015, Faculty of Law has got new students with a special needs (blind people). Retrieved from of-being-on-time/Faculty of Information Management (n.d). I am grateful because I have a lot of friends who were always there for me to help and support me throughout the course of completing the internship program. UNIVERSITI TEKNOLOGI MARA FACULTY OF INFORMATION MANAGEMENT INDUSTRIAL TRAINING REPORT UNIVERSITY OF MALAYA LIBRARY LEMBAH PANTAI 50603 KUALA LUMPUR Prepared By FARA ROSLINDA BINTI SALLEH 2013871614 BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT 3rd AUGUST 2015 - 31ST December 2015 INDUSTRIAL TRAINING REPORT [UM LIBRARY] TRAINEE'S DECLARATION I declares that the work in this industrial training report was carried out in accordance with the rules and regulations of Universiti Teknologi MARA (UiTM). The library can form a community to handle this section. The total number of boxes that the trainees managed to arrange is 146 boxes. Figure 97: Clean up Figure 98: Record the box manuscript number IMPACT TO TRAINEE The trainee got to know how UM Library manage manuscript collection. The loose leaf collection is stored at close access area to prevent the collection from stolen. SUGGESTIONS FOR THIS ACTIVITY From the trainee observation, the process of updating government gazette and loose leaf collection is well-managed. It is responsible to preserve and conserve microform collection available in this library. 546. In contrast, the games held for users which is about shelving is good for users and even for library. They include parliamentary publications, legislation, policy documents, discussion documents, statistics and reports. Figure 12: Government Publications 13 INDUSTRIAL TRAINING REPORT [UM LIBRARY] Located at 2nd Floor the collection consists of theses, dissertations, research projects, academic exercises, unpublished conference papers and loose leaf. Appendix 2 shows the task mark by Ms. Nik. Figure 44: Searching article in Scopus Figure 45: Web of science EVALUATION ABOUT THIS UNIT The existence of this division accordance to the objectives of institution. Mr. Hamid taught the important step in acquisition which is ordering, make invoice and receive the items. This collection can only be accessed by Library Figure 13: Closed Access Collection staff whom will retrieve items upon request. The staffs taught a basic process perform at this unit. The library can also invited students to join this community to share their ideas. They can add a wooden at side of the shelves with attractive design of shelves label. 2015) The trainee have joined library open day held at Main Library. The trainee has learnt to cope with disappointment by adjust the goals and mindset. The trainee got opportunity to join this class and it is very helpful. The trainee learnt about end note software that will help for research. Other than that, UM Library has put their users in priority. Nevertheless, during training the trainee needs to look professionalism everyday by wearing proper clothes to go to the library. It is a great opportunity to join this library meeting. (2012, July 16). Find the section together to substitute, amend delete or insert 8. In 1961, the legislation was passed and the University of Malaya was established on 1st January 1962. R. Ranganathan. 33e) Microform unit (Date: 29-30. Asia Internet Usage Stats Facebook and Population Statistics. This knowledge is equivalent with current needs in library management. They have used Microsoft Excel to record date of activity, items id, and number of users' library card. The trainee also applied the knowledge gained at faculty to produce products that meet the current needs by using skill learned from subject of Electronic Publishing (IMD 304). Mrs. In conjunction, the trainee gain experience on the exactly process and procedures for reference service. This is because the trainee feel more responsibility towards the working. The trainee has learn a lot about professionalism especially in attire. It is better if the library can placed the trainee two months or more at Main Library. UM Library is oldest library in Malaysia. Notice about library operating hours was just being informed through notice paste at several place inside the library. This division basically manages users' activities and be the front line of UM Library. TASK DONE BY THE TRAINEES The trainees have learnt to do circulation process includes check out, discharge, renew and hold library items for users. Nevertheless, there have some improvements that the library can do for their users which can support the library's mission and vision. The student prefers to gain working experience at the oldest university's library. The trainee has come out with the suggestion to create a simple guide to use Pendeta Discovery. The objective of this guide is to show to the users the basic way to search and retrieve library materials. However, library can improve their design of signage to be more attractive and noticeable without being obtrusive or detracting from the overall physical attractiveness of the library. In hopes, this can be added value to the trainee to learn about Law that is one of big field in the world. Other than that, the trainee also has experienced to see old collection with aged more than 20 years. The figure below shows that the library still have old collection with old design of call number. Retrieved from relations/308-nurturing-self-esteem-it-has-impact-on-how-people-work.html Brett & Kate McKay. 502. In order to complete study, trainee needs to undergo 5 months of practical training in industry starting from 3 August 2015 until 31 December 2015. Retrieved from Career Coach. Sabariah invited the trainee to join library session with Jurisprudent students to introduce Law Library, its service and its collection. All microfilm was store in square box with non-acidic to protect its

8: Information Skill Class 8INDUSTRIAL TRAINING REPORT [UM LIBRARY] a) Branch library branches are library for specific need that users. 579. He went to present his paper and guided the other librarians to publish a report internationally. Figure 98: Mr. Faizal presented Figure 99: Ms. Sutarni presented his paper her experienceIMPACT TO TRAINEE Trainee got experience to listen to knowledge sharing among the librarian. The figure below shows that law cases requested by the users. This industrial training provides pre-professional work experience for the students. This library frequently updated their collection, services and library interior/exterior design with current trends. Therefore, this activity may give the idea to the trainee about the real process of reference service. 2015)Special collection unit is responsible for updating laws of Malaysia includes enactments and Federal Subsidiary Legislation [P.U (A)]. This unit is quite manageable since the staff need to be multitasking because the librarians need to prepare the lecture notes, exercises and helping students in their research and assignments.SUGGESTIONS TO THIS UNITThis unit can conduct information literacy class for their users. Thus, the library staff have equal knowledge about reference service. Book giveaways are free books for users. There are 30 computers around the library. Figure 40 shows scanner used at this library. Internship Bulletin 65 3. The staff at this division is mostly men because of their rough work such as shelving (require to climb for stack the items) and bring items to have discharge to stack (push a heavy trolley). He had the kindness to accept me in his company and guide me through my internship with advice and feedback despite his busy schedule.IT Officer, Mdm Catherine Cheah for her technical support and constant supervision which contributed immensely to my personal development. Library Open Day (Date: 29. Figure 112: Collaborative Learning Area 69Other than that, the trainee felt lucky because the library gave opportunity to the trainee to learn about library's activities at Main Library and also Law Library. The library has open the membership to UM alumni and staff from legal firm. Figure 63: Trainee at library's counter Figure 64: Trainee do shelving 39EVALUATION FOR THIS UNITThe library has a good management for this unit. According to Industrial training handbook(2015), the students have to work under supervision of experienced information professional. It is a great opportunity since the trainee can learn how Law Library welcomed the new students and invited them to come to the library. S. They have followed the current standards and have support copy cataloging. Mr. Safri has a lot of experience in handling this collection. Poster about Law Library 66 4. 74In contrast, law library has the largest law collection. Lisdar, Head of Law Library, the trainee has been assigned to do reference service, supervised by Mrs. Infuture. Law Library can install CCTV around the library to monitor users and staff's behavior. Library's orientation for university's students are more informative and longer. The main part to highlight at the policy is it is daily used and cannot be booked by anyone. In trainee's opinion, UM Library is one of the best libraries at Malaysia. It is best if the library can install inside the library especially at reading area to monitor users' activities. Haniza12/10/15 - 11/12/15 Special collection unit: Mrs. The Five Laws of Library Science. Figure 30 shows example of library policy that the library can implement to this library. Figure 33: Example of library signage Figure 34: Example of library signage 25b) Archive unit (Date: 24 - 25. The main library has 1, 608 of full seating capacity and every floor there are carrels room with total number of 74 rooms includes 21 carrels room for visually impaired. Besides that, the trainee always put in mind to get professionalism skill, ones should treat others nicely and respect the others (Monster Career Coach, n.d.). The time I spent in Esquel as an intern from December 2014 to April 2015 was a memorable one for me as it was rich in experience sharing and helped me discover my potential. One of the latest updates that the trainee saw is their website. Thus, library assistant will update the new amendments on the collection.TASK DONE BY TRAINEE Search for laws at has amendment act at ground floor. Mr. Safri was responsible to supervise the trainees.TASK DONE BY THE TRAINEES Ms Ayu teach how to scan microfilm to pdf by using Microfilm reader. It is very helpful because the trainee can learn faster about cataloging process. In trainee's opinion, theories knowledge gained at the faculty is sufficient for the trainee to apply on working environment. Statistic of amendments done by the trainee: o P.U (A) : 359 amendments o Malaysia Act: AA1497 and AA 1499 471. Propose Collecting Design the Show draft After it is the idea to inform to the design approve, Head of print and n about for paste at Law library approval the notice Library board Figure 108: Workflow of creating poster for library Figure 109: Library poster 644. As stated in Mind tools editorial team. (n.d.) thinking about a positive aspect of situation that the person into, would make the person look at the situation in a different way. The trainee was helping the library staff to do shelving at ground floor. Language & Linguistics Library iii. Meanwhile in chapter 3, student was describing work done by his or her during the training. Students can make suggestion and help them to meet the current demand which could increase their image and reputation. - 11 Oct. In addition, some units are only available at Main Library such as bindery unit and microform unit. Staffs at this unit are responsible to update this collection. Amendments of laws is a core activities of this unit. In contrast, library poster created by the trainee to spread information about Law Library to their target users. Figure 7: Card to request search for missing items Information Skill Course (GXEX 1401) It is information class for undergraduate students to learn on library or information skill in order to help them utilize library facilities and collections actively. Style of pasting and writing a note on the books is different between P.U (A) and Malaysia's act.SUGGESTIONS FOR THIS ACTIVITYIn trainee's opinion, new library assistant who conduct this activity should get training from Malaysian Bar Council. This unit has also conducted acquisition process and manage monograph and serials collection. Poster about Law LibraryThe trainee took initiative to design and produce a poster to inform users about Law Library. Trainees also learnt to do shifting which is remove book from one stack to another stack due to increasing number of library materials. Since the trainee was doing the training at Law Library, the description below are based on functions of department available at Law Library:a) Client Services DivisionClient Services Division is located at ground floor which responsible in providing high quality services in meeting the needs of users. (n.d.). All the collection available in this library are just for reference and can be photocopied by terms and conditions. The four levels consist of: Table 1: Floor directory Second Floor Third Floor Fourth floor Ground Floor Counters, Self-Current Journals, Reserved for Media Charging Machines, Collection and Reference Desks, and Theses and bound journals, bound journals satellite TV, Islamic Studies Library vi. This collection is a continuing resource and will be bind by issue.TASK DONE BY THE TRAINEE Mr. Azri taught the trainee to update the loose leaf collection. Otherwise, the answer can be search using online database such as LawNet and Nexis.c) Reference service (Date: 21-25 Sept. Retrieved from of Kent Careers and Employability Service. 2015)This unit located at ground floor, Main Library. The collection is stored in special room and controlled with suitable temperature and humidity in order to preserve the collection. Figure 5: Microform Academic Core Collection (Redspot) This collection is located at ground floor. 18CHAPTER 3: TRAINING ACTIVITIES 193.0 Training activities On 3rd August 2015, the trainee has went to UM Library to report on duty. 2015)The trainee got opportunities to learn about reference service offered by Law Library. This service is a supportive activities for library to gain money. Librarian with Cred S41 will teach the students. It will make the interior design of library looks modern. Five months of industrial training is just a nice time frame for the trainee to learn various aspects at the library.

2020-5-24 - management process report individual assignment for mgt162 date of submission: prepared : fathiah nabilah bt mohd hanif 2020851656(jac1101e) prepared for: miss Lathian Industri I/ Industrial Training I (ECN4901) Financial in Accounting (FAR110) Land Law II (LIA2009) ... Csc report 2019. 100% (1) Pages: 12 year: 2019/2020. 12 pages. 2019/2020 100% (1) ... TUTO ACC 506 Ridhwan AM225 4CTUTORIAL FOR SEMESTER 4 FOR UTM SEREMBAN 3 STUDENTS AND FOR PEOPLE WITH LEARNING PROBLEMS TO ADVICE ... Iskandar Malaysia, created in 2006, is the first economic region established in Malaysia to take advantage of its prosperous location and ecosystem that is dedicated to its mission to be the preferred destination to invest, work, live and play. This category covers papers which report on any type of research undertaken by the authors). The research may involve the construction or testing of a model or framework, action research, testing of data, market research or surveys, empirical, scientific or clinical research. Viewpoint. 2013-11-3 - ENT300 Business Proposal 1. Bahulu's House BY: ALIA NAJHA BINTI KHAIRON ZAMANI 2011919264 IFFAH DIYANAH BINTI JANTAN 2011678976 NURIMANI BINTI YUSOFF 2011482988 NUR SYAFIQAH BINTI SHAIFUL HASLAN 2011299564 MOHD ASHRAF BIN RUSLI 2011680262 CLASS : AS 114 5A1 This assignment is submitted as a partial fulfillment for the ... Any report required by Part II of this Schedule shall either indicate by way of note any adjustments as respects the figures of any profits or losses or assets and liabilities dealt with by the report which appear to the persons making the report necessary or shall make those adjustments and indicate that adjustments have been made. A training acknowledgement letter is a document that states all the items that are involved in a particular training and the assurance that the person who have attended the training has completed all the programs that he or she is tasked to take within the entire training duration. You can get a plagiarism report. Timely Delivery No missed deadlines - 97% of assignments are completed in time. Money Back If you're confident that a writer didn't follow your order details, ask for a refund. 25+ Subjects. From Literature to Law - we have MA and Ph.D. experts in almost any academic discipline, for any task. ... An Industrial Training report is a document that has to be submitted to the university in order to evidence a student's knowledge, skills and experience gained throughout the Industrial Training program. Generally, students can write the Industrial Training report by following through the guidelines provided by the university. Paper Writer | Write My Paper For Me | Best Writing Service. A proofreader will look for misspellings, wrong/neglected punctuation, inconsistencies (textual and numerical), etc. Tip: to spot errors easily, examine your textual content aloud, and take breaks between essay writing, modifying, and proofreading.

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