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Industrial training report at the National Institute of Public Administration (INTAN) Bukit Kiara, Damansara Kuala Lumpur / Geetha Ramachandran.



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**INDUSTRIAL TRAINING REPORT AT THE NATIONAL
INSTITUTE OF PUBLIC ADMINISTRATION (INTAN),
BUKIT KIARA, DAMANSARA KUALA LUMPUR**

By

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**Bachelors of Management in Social Environmental
Policy**

Report to be handed to the Department of Social
Ecology, Faculty of Economics and Management as
requirement for graduating in Bachelors of Management
in Social Environmental Policy from the University
College of Science and Technology Malaysia

(KUSTEM)

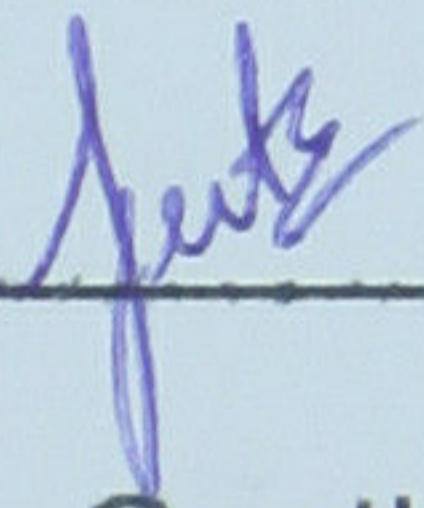
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Acknowledgement of Authenticity

Hereby I, Geetha Ramachandran confess that the Industrial Training report for the subject SOS 4299 is done on my own effort. All of the writings contained in this report are my view and opinion based on the theory application and experience that I gained through the Industrial Training. KUSTEM is not related with the contents of the report.

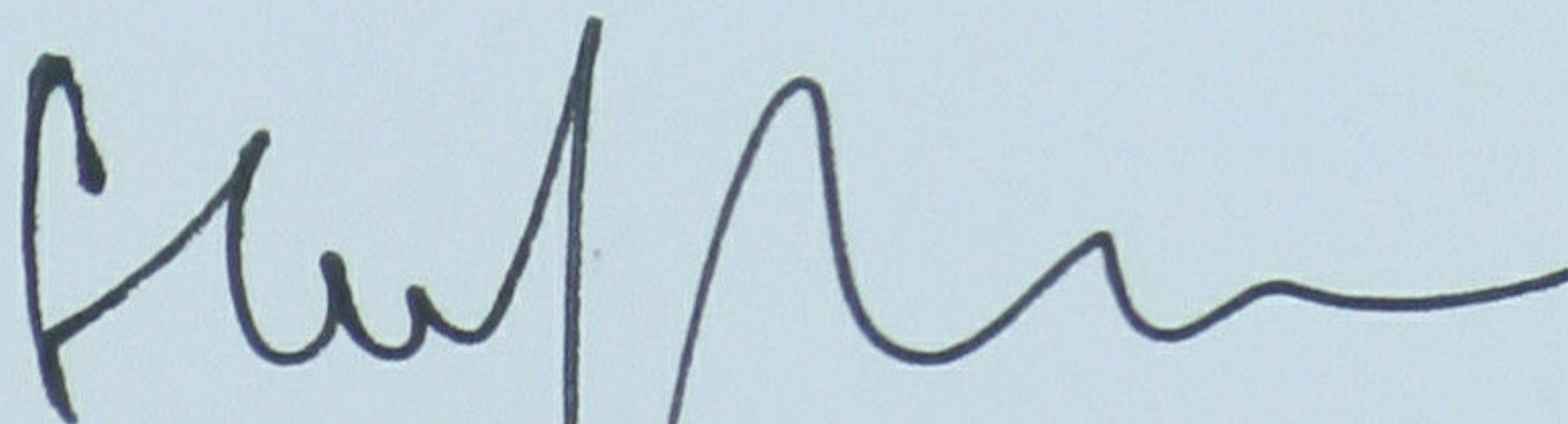
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Supervisor KUSTEM
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Faculty of Economy and Management
KUSTEM

DEDICATION

This report is dedicated to

Mr Ramachandran & Mrs. Parvathy Ramachandran- my parents

Mr Moganadas & Mrs. Sheela Moganadas- my brother in law and sister

My close friends: -

- i. Renuga Devi Muniandy - Aberdeen, Scotland
- ii. Renuka Nathan - Liverpool, UK
- iii. Ragini Ramanaidu - Shah Alam
- iv. Manpreet Kaur - Kuala Lumpur
- v. Sri Vani Naidu – Seremban, KUSTEM
- vi. Mano Doresamy - Kuantan, KUSTEM
- vii. Anjulah Sri Ramachanthiran – Klang, KUSTEM
- viii. Tarasini Devi Ramachandran – Kuala Lumpur, KUSTEM
- ix. Barnabas Santanasamy – Nibong Tebal, Penang
- x. Deva Narayanan Muniandy- Sg. Buloh, KUSTEM

Thank you for supporting, understanding and loving me despite all the odds.

ACKNOWLEDGEMENT

I would like to take the opportunity to express appreciation and heartfelt thank you to

- i. My beloved parents- Mr. Ramachandran and Mrs. Parvathy Ramachandran for the unconditional love and in always providing the necessities in my life. Your sacrifices will be my guide in achieving success.
- ii. My brother in law and sister- Mr. Moganadas and Mrs. Sheela Moganadas for providing me with shelter and monetary support during my industrial training and helping me in maturing and growing up.
- iii. KUSTEM- University College of Science and Technology Malaysia, Kuala Terengganu for giving an opportunity to complete my first degree and widening my horizons.
- iv. En. Razali – Our mentor, supervisor and source of knowledge in completing this report.

- v. Dr. Wan Ibrahim – Lecturer in charge of the industrial training co-ordination for the Social Environmental Policy course who worked very hard to provide us the best.
- vi. Puan Asmawati- The secretary of industrial training co-ordinator for Public and Social Environmental Policy who always had time to assist us in the matters concerning our practical.
- vii. INTAN – The National Institute of Public Administration, Bukit Kiara, Kuala Lumpur for providing us training and valuable knowledge, skills and experience in order to face the working world more confidently, efficiently and dynamically. Besides that INTAN has opened a new perspective for me in public administration and goal orientation.
- viii. Dr. Muhammad Hamzah, Dr. Noorul Ainur, Haji Johari Jermain, Encik Harissham Ibrahim and the Economics Centre staffs- Mentors and supervisors in INTAN who specially showed interest and concern in building and training us into efficient and better undergraduates.

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Second Report at the Industrial Training Site

Third Report on the work development and Achievement at the
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Certificate of Attendance by INTAN

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INTAN (Jan-Jun 2003) Course Project Calendar

List of courses offered by Economic Development & Business
Management Centre

Latest File management System

Economic Centre Memo

C- COURSES HELD IN THE ECONOMIC CENTRE

INTAN Executive Talk Brochure

Brochure on the Bank Negara Malaysia Governor's Address on the
Malaysian Economy & Panel Discussion

List of names of the participants for the Nation Development & Poverty
Eradication Course

Buku Program Nation Development & Poverty Eradication Course

Layang-layang District Information for the field trip under the Nation
Development & Poverty Eradication Course

Invitation Letter & Brochure for the Privatization Management MTCP &
Malaysian Incorporated Course

INTAN Participation Form

Business Forecasting Course Program Book

EXECUTIVE SUMMARY

Industrial Training is essential for the undergraduates of the Faculty of Economics and Management of University College Science and Technology Malaysia (KUSTEM) to go through. This industrial training or SOS4299 for the Social Environmental Policy course is apart of the syllabus and a requirement in order to graduate.

The industrial training benefits the undergraduates in many ways. It provides untold experience and accumulation of unlimited knowledge. The objective of the industrial training is for the undergraduates to practice and apply the theories that have been lectured in the classroom. Besides that, industrial training offer opportunities to the undergraduates to develop and enhance their interpersonal skills and knowledge obtained their lectures. They are given a chance to interact and socialise with all walks of life.

As undergraduates of Bachelor of Management in Social Environment Policy, the scope of knowledge exposed while in campus is wide and diverse, ranging from sociology to economics to government policies. Consequently, INTAN, National Institute of Public Administration is the premier civil service training institute in the country responsible for upgrading the capabilities and skills of the civil servants.

By undergoing industrial training in INTAN, the undergraduate could make use, improve and boost the knowledge on economy, government policies and environment. INTAN's vision is to produce efficient and effective civil servants and the undergraduates are trained to be efficient and competent.

The National Institute of Public Administration has many centres to train and provide the latest knowledge, assistance and technology to public sector officers. INTAN designs new courses to met new requirements and fulfil the national aspiration of achieving develop nation status. The centres are set-up in consistent with the growth, development and needs of the country. International courses are held in order to transfer and share experience and knowledge with countries around the globe. Civil servants are prepared for postgraduate studies in INTAN.

As conclusion, National Administration of Public Administration serves the country as the ultimate training institute for the public sector. In the_changing environment, to remain relevant, INTAN has to continuously review the courses it offers and the methodologies used in providing training. In near future, public sector organisation will have to manage with fewer resources and yet produce more in terms of goods and services.