



**TECHNICAL REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE SCHEME (SIWES)**

**HELD AT
MINISTRY OF AGRICULTURE FOOD AND SECURITY**

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DEDICATION

This report is dedicated to Almighty God for His divine mercy on me and my family who has given me the strength, wisdom, knowledge and understanding in working toward my success.

ACKNOWLEDGEMENT

To God who owns life, I wish to express my sincere appreciation and gratitude for seeing me throughout my duration in Kwara State Polytechnic and for making my vision come to reality, also for His Goodness, Mercy, Provision and Grace upon my life.

My profound gratitude goes to my sincere appreciation goes to My Dear Parent Mr and Mrs. Akanbi may God be with you.

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ABSTRACT

This report gives a good account of the training and experience which exposed student during the student industrial work experience (SIWES) at

MINISTRY OF AGRICULTURE FOOD AND SECURITY.

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CHAPTER ONE

1.1 Introduction

This program called (SIWES) student industrial work experience scheme is compulsory to all ND1 student who offer science course or any other practicable course. It enables student to have the experience of the aspect which have been taught in school. It is a program that takes up to four month in which student are expected to be able practices what they are taught.

1.2 Aims And Objectives Of SIWES

The student industrial work experience scheme (SIWES) can be define as a technical skills and acquisition of knowledge from the organization, industrial sector. It is also serving as the complement the learning which student have acquired in the classroom or theoretically.

The objective of the student industrial work experience scheme is as follow

- It enables the student to practically different test from what they learnt theoretically in the classroom.
- It also enlighten student to various s division of industrial or organization of work in which the course of study can be radicalized.

- It relate the student to the labor market and how it being operated.
- To enable student to defend his or her self in anywhere he or she found itself.

1.3 Historical Background Of The Organization

Vision And Mission Statements

To position Kwara as the leading and most efficient food producing State in Nigeria and West Africa by harnessing her enormous agricultural resources, human capital potentials and strategic geographical location in order to ensure food security, create wealth, decent employment for the teeming youths and women, provide raw materials for secondary production sector as well as produce for domestic and international consumption, there by leading to Rural development increased IGR of the the State and ultimately improving the standard of living of Kwarans.

Policy Thrusts

To see agriculture as a sustainable business through the promotion of Commercial Agriculture, provision of enabling environment for peasant and small holder farmers to profitably engage in farming activity beyond subsistence level and put mechanism in place for the promotion of all-season farming through irrigation.

Aims/Objectives Of The Ministry

The aims and objectives of the Kwara State Ministry of Agriculture and Rural development include:

- the achievement of self-sufficiency in basic food supply and the attainment of food security;
- increased production of agricultural raw materials for industries;
- increased production and processing of export crops, using improved production and processing technologies;
- generating gainful employment;
- rational utilization of agricultural resources, improved protection of agricultural land resources from drought, desert encroachment, soil erosion and flood, and the general preservation of the environment for the sustainability of agricultural production;
- promotion of the increased application of modern technology to agricultural production; and,
- improvement in the quality of life of rural dwellers.

Mandate Of The Ministry

- The Ministry is responsible for the formulation and implementation of government policies on agriculture in the state.
- The development and expansion of agricultural potentials to ensure food security, create wealth, employment and provide raw materials for industries and produce for domestic consumption and export.
- The Ministry is also responsible for clearing and cultivation of farm land including irrigation and land reclamation.

- Dissemination of data collected in relation to agriculture to individuals (student, researchers) and institution such as University and Central Bank of Nigeria.
- The provision of enabling environment for peasant farmers and citizens to engage profitably in mechanized agriculture and promote all-season farming.
- In addition to the above, you will find attached useful relevant documents that provide additional information on the mandates of the Ministry, its departments and agencies.

CHAPTER TWO

2.1 Section/Units Of The Organization And Their Specific Function

There are different units or department in the organization. Namely.

1. Agricultural Department
2. Rural and Urban Department
3. Veterinary and Livestock Services Department
4. Fisheries Department
5. Public Relation Unit
6. Procurement unit

Agricultural Department

The following are the functions of Agricultural Department.

- i. Develop and implement agricultural policies
- ii. Coordinate crop and livestock management

Rural Department

The rural department are functions in the following are;

- i. Implements rural devilment
- ii. Support rural livelihood and empowerment

Veterinary and Livestock Service Department

The following are the functions.

- i. Develop and implement livestock policies
- ii. Coordinate animal health and welfare.

Fisheries Department

The fisheries department functions as follows;

- i. Manage fisheries, resources and conservation
- ii. Coordinate fisheries research and training.

Public Relations Unit

The public relation units function in the following area;

- i. Develop and disseminate information materials
- ii. Manage public relations and communication

Procurement Unit

The procurement unit can function as follows;

- i. Coordinate contract management
- ii. Oversea stores and inventory management
- iii. Manage procurement process.

CHAPTER THREE

3.1 Concept of An Office

Office can be defined as any place where procedures concern with the receipt, transmittal, production, reproduction, free easing, storage and retrieval of information are carried out. It is a room set aside in an organization.

3.2 Office Beyond a Building

An office beyond a building could be a responsibilities designated of an officer. Most public organization consider individual office holder with their core functions and responsibilities.

3.3 Types of Offices

There are different types of offices. Namely;

- i. Small office
- ii. Big office
- iii. Private office
- iv. Virtual office

3.4 Open and Secret Registry

Open registry is a publicly accessible database or record system that allows any one to allow and access information while secret registry is a confidential or restricted database or record system that limits access to authorized individuals or group.

3.5 Characteristics of Open Registry

The following are the characteristics of open registry. Namely;

- i. Restricted access
- ii. Confidential
- iii. Secure
- iv. Limited liabilities
- v. Password protect

3.6 Benefit of Open Registry

The following are the benefit of open registry. Namely;

- i. It promote openness
- ii. It facilitates research
- iii. It enhance accountability

3.7 Features of a Good Office

The following are features of a good office. Namely,

- i. Clarity of thought and expression
- ii. Accuracy
- iii. Grammar is not use of big
- iv. Courtesy

3.8 Classification of File Covers

The following are classification of file cover

- i. By subject heading

- ii. By sectional heading
- iii. By numerical index
- iv. By alphabetical index

CHAPTER FOUR

4.1 Conclusion

In conclusion, student industrial work experience scheme program (SIWES) has given the opportunity to have at least some knowledge about my course of study and program has provided me an abridgement of gap.

4.2 Personal Impression About The Organization

Though the organization is a growing firm, yet it is of standard. It is standard enough to impact great and immeasurable knowledge to students who have chosen computer science as a field of study.

4.3 Recommendation

I hereby recommend that the school management should promote proper orientation on the program for the student who lacks it for high rate of student un-involvement.

I will be glad if the programmer student industrial training experience scheme (SIWES) period is extended more than four months, so that the student might have enough time to learn practical aspect of what have learnt in their various institutions.