

**TECHNICAL REPORT
ON
STUDENTS INDUSTRIAL WORK EXPERIENCE SCHEME
(S.I.W.E.S)**

**HELD AT
M.M AGENT AND PROPERTY
MANAGEMENT**

PRESENTED BY

**AHMED LATIFAT
ND/23/PSM/FT/0037**

**A SIWES REPORT SUBMITTED TO THE INSTITUTE OF
FINANCE AND MANAGEMENT STUDIES (IFMS)
IN PARTIAL FUFILMENT OF THE REQUIREMENT FOR THE
AWARD OF NATIONAL DIPLOMA [ND] IN THE DEPARTMENT
OF PROCUREMENT AND SUPPLY**

CERTIFICATION

This is to certify that **AHMED LAFIFAT** with matriculation number **ND/23/PSM/FT/0037** undergoes his industrial training **SIWES** at **M.M AGENT AND PROPERTY MANAGEMENT KWARA STATE**. In partial fulfillment of the award of national diploma (**ND**) in Procurement and Supply, **KWARA STATE POLYTECHNIC, ILORIN** undersigned by the following people:

SIWES SUPERVISOR
MRS.

DATE

HEAD OF DEPARTMENT
MR.

DATE

DEDICATION

All dedication is due to Almighty Allah also to my Parents Mr. and Mrs. AHMED and other member of my family.

ACKNOWLEDGEMENT

I express my sincere gratitude to Almighty Allah for He has given me the opportunity to be a part of the 2023/2024 (S.I.W.E.S) program.

And it will be ungrateful on my part if the efforts of these people are not mentioned.

My parents who worked very hard for me, to see that i successfully completed my course on S.I.W.E.S. may Almighty Allah continue to bless them abundantly.

Also to my Educative (H.O.D.) Mr.

And enlightenment of my S.I.W.E.S. supervisor Mrs. OMOLADE Adebayo opeyemi. (Resident surveyor. Mustapha & Company).

TABLE OF CONTENT

Title page-	-	-	-	-	-	-	-	-
Dedication-	-	-	-	-	-	-	-	-
Acknowledgement-		-	-	-	-	-	-	-
Table of content	-	-	-	-	-	-	-	-
CHAPTER ONE-	-	-	-	-	-	-	-	-
Introduction	-	-	-	-	-	-	-	-
Aim and objective of SIWES	-	-	-	-	-	-	-	-
Organizational Chart of SIWES-		-	-	-	-	-	-	-
Organizational Chart of Place of Work		-	-	-	-	-	-	-
Introduction of Place of Work	-	-	-	-	-	-	-	-
CHAPTER TWO								
Activities/Work Done in Place of Work		-	-	-	-	-	-	-
Contribution of Knowledge to the Industry		-	-	-	-	-	-	-
CHAPTER THREE								
Summary and Conclusion-		-	-	-	-	-	-	-
Problems Encountered		-	-	-	-	-	-	-
Recommendation	-	-	-	-	-	-	-	-

CHAPTER ONE

INTRODUCTION

This program, student industrial work experience scheme (S.I.W.E.S) is part of the requirement for the award of National Diploma (ND), when I was about to start this program I was worry myself how this program will look like but to my surprise I seen that the program is very important to the estate management student because of the experience that student will be exposed to from it. The program (S.I.W.E.S) give me the opportunity both in practical aspect and theoretical. During the practical work at M.M Agent and Property Management I had the opportunity to participate in the valuation in all kind of work we have been doing

Therefore, student industrial work experience is so important because acquisition of the theoretical knowledge which is the major task or activity in the classroom will not be complete until when the knowledge acquired is properly applied to real life situation.

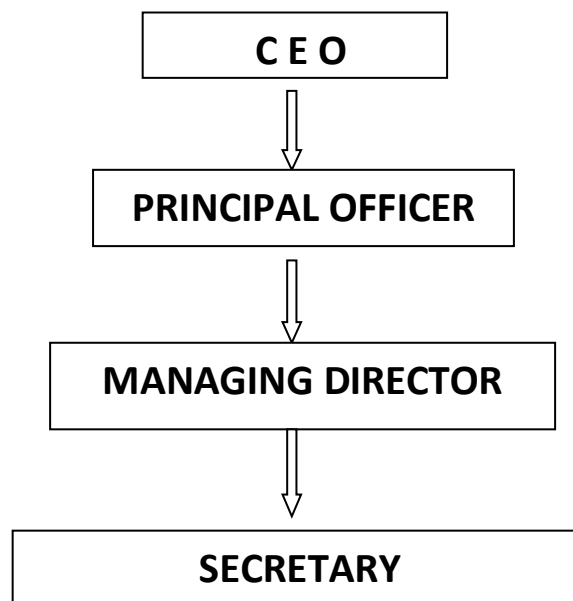
AIM AND OBJECTIVES OF S.I.W.E.S

The objectives of S.I.W.E.S. specifically are to

1. Prepare student for the situation they likely to meet after graduation.
2. Provide an avenue for student in the higher institution to acquire industrial experience in their field of study.
3. To make transition from the institution so as to make work easier & thus student contact for later job place.
4. Enlist and strengthen enrollment and involvement in the entire Education for preparing the higher institution graduate employment in industry.
5. Provide student with an opportunity to apply their theoretical knowledge work situation thereby bringing between institution and practice.
6. Expose student to work meet techniques in handling equipment and machinery that may not be available in their institution.

7. To provide student with an opportunity to apply their theoretical knowledge to life situation.
8. To expose student to more practical methods and techniques.
9. To strengthens the links between the institution and the Industrial Training Fund (I.T.F.)

ORGANIZATIONAL CHART OF PLACE OF WORK



INTRODUCTION OF PLACE OF WORK

M.M Agent and Property Management is an organization that specialized on

- Valuation of properties plant and machinery and other assets.

- Property and facility management.
- Project feasibility management.
- Planning and supervision.
- Estate agent.
- Property rating and ministration.
- Compulsory acquisition and compensation.
- Property development and financing.

CHAPTER TWO

ACTIVITIES/WORK DONE IN PLACE OF WORK

- INTRODUCTION OF ESTATE MANAGEMENT
- LECTURE ON RIGHT OF PROPERTY
- LECTURE ON REPORT WRITING
- LECTURE ON VALUATION
- LECTURE ON INSPECTION OF PROPERTY
- FIELD WORK
- OFFICE WORK

During this program I was able to know more about estate management course.

These include the following:

1. ESTATE MANAGEMENT:

Thorn croft (1976) Defines estate management as the direction and supervision of interest in land and landed properties with the aim of securing optimum return. This return may in terms of prestige, political power social benefit and others.

SCOPE OR AREA OF ESTATE MANAGEMENT

- i. **PROPERTY VALUATION:** is the process of estimating the capital and rental value of a particular property at a particular.
- ii. Estate agency: This involves buying, selling and leasing of property on behalf of client.
- iii. Property management:

2. PROPERTY: Can be Define as interest which can be acquired in a things or objects.

There are two major of estate;

- i. Free hold Estate: This is the highest form of ownership one can have over a property.
- ii. Lease hold Estate: This is an estate that exists for a certain period of time that is terminable.

3. MANAGEMENT: Is the systematic process of planning, organizing, leading, directing and controlling of resources (land,

labor, capital and entrepreneurship) in order to achieve certain objective.

4. LECTURE ON REPORT WRITING: We were told that report writing is the process whereby an estate surveyor and valuer provide appropriate information in respect of his client's property, so as to provide the opinion of value.

5. LECTURE ON VALUATION:

In the course of the program i was able to practice what is known as valuation.

VALUATION: Is the art and science of determining the monetary worth of a property for a specific purpose in a specific date considering a specific basis by one authorized to do so (Registered Estate surveyors and valuer).

It can also be defined as determination of monetary worth of property for a specific purpose in a specific date considering a specific basis by one authorized to do so (Registered Estate surveyors valuer).

Types of valuation

- i. Statutory Valuation.
- ii. Non-Statutory Valuation.

Statutory valuation: These are type of valuation that are done in conformity with the laid down rules and regulations of government. While,

Non statutory valuation: These are type of valuation that are not done according to the laid down rules of government

Purpose of valuation

1. Sales
2. Purchase
3. Mortgage
4. Rating and taxation
5. Company account
6. Compensation
7. Investment
8. Insurance

- 9. Rental
- 10. Going concern
- 11. Redevelopment

6. LECTURE ON INSPECTION OF PROPERTY

We were told in this aspect of the program that inspection of property is about surveying the client's property that is going to see the property, note down the features you can see on the property, take a picture of the property and ask for the certificate of the property so as to insert it in the valuation report you are writing and other things that will help you in writing your valuation report.

7. FIELD WORK: Field work is regarded as going out for inspection of property (site work) that is surveying the property. It could be a commercial property, residential properties, undeveloped land or insurable properties.

8. OFFICE WORK: At this time in the office the student are taught on how to work on the information that you got on the

field work that you went for such as printing out the work and binding it for our clients to make it a complete and accomplished work.

CONTRIBUTION OF KNOWLEDGE TO THE INDUSTRY

We contributed by advising that the company should try and extend their services to other financial institution instead of Kwara State Home Savings and Loans.

CHAPTER THREE

3.0 COMPANY PROFILE

In line with the objective of this program, I was privileged to undergo the industrial training with M.M Agent and Property Management (Nigeria) limited, Kwara (DCEN).

M.M Agent and Property Management (Nigeria) limited, Kwara is a leading provider of construction services here in Nigeria. With more than a decade of experience, the company was formed by the diversity of the construction division of M.M Agent and Property Management (Nigeria) limited, Kwara and has been in operation for over eight years. The company is represented in Nigeria in Building construction apart from Construction, DCEN also has a Building development and Project Management works. DCEN has continued to pursue and erect building structures across Nigeria. The company have grown from providing services in the local government, with additional permanent location in Ilorin, and to a national contractor over years of existence.

3.1 ORGANIZATIONAL ADDRESS

M.M Agent and Property Management (Nigeria) limited, Kwara is

located in Kwara State Nigeria, where it started off as a Civil Engineering and Construction Company way back in August the 14th, 1996 when it commenced in Nigeria. DCEN has its Head Office located at Opposite Two Heart of Love, Apata Yakuba Area, Ilorin Kwara State.

3.2 OBJECTIVES OF THE ESTABLISHMENT

To become a highly recognized company that architects, clients and competitors alike will see us as one of the first choice contractors in the construction industry. To achieve this objectives we believe in the following:

1. To improve construction quality and productivity to levels comparable with those in developed countries.
2. To ensure building safety, well-managed and maintained buildings, and administer a progressive regulatory framework.
3. To build an organization that fosters teamwork and innovation and develops our staff to their maximum potential.
4. To building lasting and successful relationships with

clients and architects.

5. Promotion of power saving and environmentally friendly construction best practices and materials to be implemented among housing development industry.

3.3 THE VARIOUS DEPARTMENT IN THE ESTABLISHMENT AND THEIR FUNCTIONS

1. **Administrative Department:** This department is responsible for providing administrative aid in five areas of a business: information management systems, human resources, payroll, acquisition and communication. The goal of the administration department is to keep all departments within a business operating at maximum capacity.

2. **Construction & Project Management Department:** CPM departments entails the employment of total quality management concept through planning, coordination, and supervision of every project work. CPM is aimed at meeting a client's requirement in order to produce a functionally and financially viable project.

3. **Developers and Building Department:** This is a multifaceted business process, encompassing activities that range from the renovation and re-lease of existing buildings to the purchase of raw land and the sale of developed land or parcels to others. Real estate developers are the people who coordinate all of these activities, converting ideas from paper to real property. Developers buy land, finance real estate deals, build or have builders build projects, create, imagine, control and orchestrate the process of development from the beginning to end.

3.4 PLACE OF PRIMARY ASSIGNMENT

In Dori construction & engineering (Nigeria) Ltd, I worked in the Construction & Project Management department as a student trainee. I worked alongside other engineers and foremen on site work.

Moreover, the department is responsible for supervising all onsite and offsite constructions to monitor compliance with building and safety regulations, and also coordinate and direct construction workers and subcontractors. The sector ensures quality construction standards and the use of proper construction techniques for every given project work.

3.5 ORGANISATIONAL STRUCTURE OF THE ESTABLISHMENT

In order to accomplish the objectives stated above, DCEN has a chain of officers who foresee different sectors of the organization.

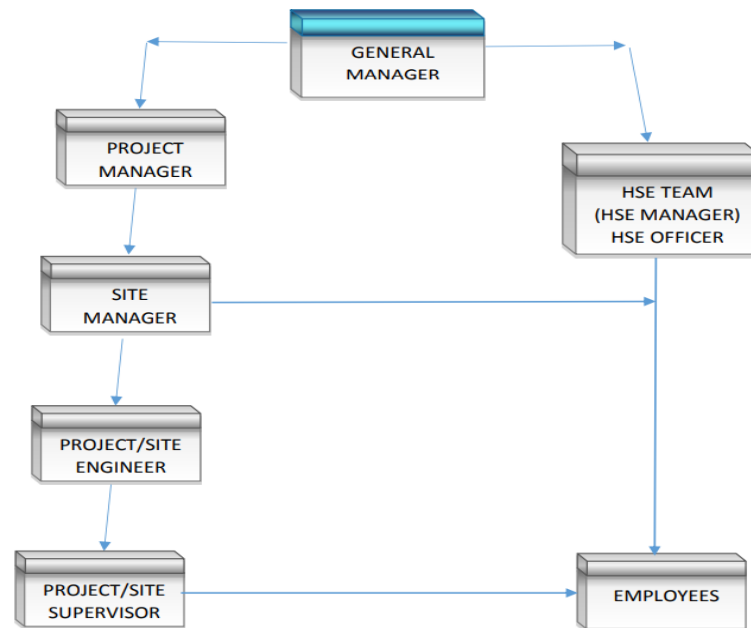


Fig. 3.0: M.M Agent and Property Management (Nigeria) Limited organogram

CHAPTER FOUR

SUMMARY AND CONCLUSION

SUMMARY: This report estimate the nature of the S.I.W.E.S program carried out in the organization (M.M Agent and Property Management) the program shows the relevance of the scheme as well as the factors limiting the actualization of the S.I.W.E.S. objectives. However the following were made from the program.

CONCLUTION: from the revolution so far there seems to exists a wide war waging in the reality and actualization of the objectives of the S.I.W.E.S. it is unfortunate the failed actualization of the objectives of the SIWES, this however implies that for the student to be fully equipped with skills and knowledge required for efficiency in the place of work all hands must be on deck. The Federal Government through the industrial training fund ITF and other agencies involved in the S.I.W.E.S program should address the situation.

PROBLEM ENCOUNTERED: below are some of the problems encountered during the program.

I. Inadequate power supply and lack of auxiliary power supply.

ii. Inadequate funds by the I.T.F

RECOMMENDATION

The following recommendations were based on the program and as solution to the identified problems.

1. The various bodies involved in the management of the SIWES program should work in hand with the various industries ahead of turn so as to minimize or reduce the high level of refusal of to accept student for their industrial training participation.

2. Issuing Of Logbooks/It Letter On Time: The logbook used by the student during the Industrial period and it letter should be issued to the student at the end of 1st semester exam against the end of 2nd semester examination as these will afford the student enough time to search for place that are relevant to their field of study.

3. Proper supervision of the exercise by the various bodies involved in the co-ordination of the SIWES exercise i.e. Federal Government, I.T.F. N.U.C. N.B.T.E and N.C.C.E. should come

together to provide a smooth operation of S.I.W.E.S. exercise.

The bodies should make efforts to ensure the student attached to organization are properly supervised and funded to ensure that what they are doing is in line with the objectives of S.I.W.E.S. exercise.

4. Employment of expert: the various institution should endeavor to employ experts in the area of student carrier development to manage the student industrial placement centers.