



**A REPORT ON STUDENT INDUSTRIAL WORK
EXPERIENCE (SIWES) UNDER THE STUDENTS'
INDUSTRIAL WORK EXPERIENCE SCHEME**

UNDERTAKEN @

ADBAQ INFORMATION TECHNOLOGY

**SECOND FLOOR KWARA STATE LIBRARY COMPLEX, ZULU GAMBARI ROAD,
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SUBMITTED TO

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PREFACE

The writing of this SIWES report is manufacture by the school authority that before attaining the certificate of National Diploma (ND) in Business Administration. Each student must undergo the Four (4) months SIWES programme.

The SIWES record therefore contains the work done within the four months.

TABLE OF CONTENTS

Title page

Preface

Table of contents

CHAPTER ONE

1.1 Introduction

1.2 Brief History of SIWES

1.3 Aims and Objectives of SIWES

CHAPTER TWO

2.1 Brief history of the Organization

2.2 Organizational chart of the company

2.3 Various Department and their functions

2.4 Vision and Mission of the Organization

CHAPTER THREE

3.1 Experience Acquired

3.2 Work Done

CHAPTER FOUR

3.1 Executive Summary

CHAPTER FIVE

5.1 Problem Encountered during the Attachment and Solution

5.2 Conclusion

5.3 Recommendations

CHAPTER ONE

1.1 INTRODUCTION

Student Industrial Work Experience (SIWES) is a four months programme setup by the federal government for professional student in Mass Communication and other elected courses which is controlled, in which the headquarter is in Kaduna State in affiliation with Industrial Training Fund (ITF) at Jos.

However, the government introduced the programme in other to assist students to be familiar with the practical aspect of their profession i.e. Mass Communication.

Student Industrial Work Experience (SIWES) is a programme setup by National Board of Technical Board (NABTEB) for its practical improvement of mass communication. The programme is setup during the period of three months which is corresponding with a body known as Industrial Training Fund (ITF).

1.2 BRIEF HISTORY OF SIWES

Prior to the establishment of the scheme, there was growing concern among our industrialists that graduates of our institutions of higher learning lacked adequate practical background studies preparatory for employment in industries. Thus, the employers were of the opinion that theoretical education going on in higher institutions was not responsive to the need of the employers of labour.

It is upon this background that the rationale for initiating and designing the

scheme by the Industrial Training Fund, during its formative years- 1973/1974- was introduced to acquaint students with the skills of handling employers' equipment and machinery.

The ITF solely funded the scheme during its formative years. But as the financial involvement became unbearable to the fund, it withdrew from the scheme in 1978. In 1979, the Federal Government handed the scheme over to both the National University Commission (NUC) and the National Board for Technical Education (NBTE). Later the Federal Government in November 1984, reverted the management and implementation of the SIWES programme to ITF and it was effectively taken over by the Industrial Training Fund in July 1985 with the funding being solely borne by the Federal Government.

1.3 AIMS AND OBJECTIVES OF THE PROGRAMME

The aims and objectives are as follows:

1. To provide wide practical experience of the industrial Student in Various Studies.
2. To give inspiration, commitment and dedication to the student
3. To enlighten the student about various aspect of their course of study
4. To hasten the level of understanding and studying since they had been exposed to practical aspect of their course.

CHAPTER TWO

2.1 BRIEF HISTORY OF THE ORGANIZATION

ADBAQ INFORMATION TECHNOLOGY established in the year 2010. It owned and manages by Mr. Abdulbaqq Adamu Sakariyyah. It is a non-governmental organization in Ilorin, Kwara State. They operate ICT and Printing Press situated at Kwara State Library Complex, Ilorin, Kwara State.

Science academic for training and skill acquisitions in nearly every aspect of IT of some of which include engineering section. Repairs and maintenance, programming and, computer graphic etc.

This company is head by the director and administrative manager next to him followed by the engineers, system analyst and the instructors.

2.2 VARIOUS DEPARTMENTS AND THEIR FUNCTIONS IN THE ORGANIZATION

1. INFORMATION TECHNOLOGY (IT) DEPARTMENT

Manages IT infrastructure, databases, and software systems.

Develops and maintains data management platforms.

Ensures cybersecurity and data protection.

2. STATISTICS & DATA ANALYSIS DEPARTMENT

Collects, processes, and analyzes statistical data.

Conducts surveys, censuses, and research.

Provides statistical reports and insights for decision-making.

3. DATA MANAGEMENT & RESEARCH DEPARTMENT

Oversees data governance and quality control.

Conducts research to improve statistical methodologies.

Implements machine learning and AI for data analysis.

4. POLICY & PLANNING DEPARTMENT

Formulates policies related to statistics and IT.

Develops strategic plans and frameworks for data utilization.

Ensures compliance with national and international data standards.

5. TRAINING & CAPACITY BUILDING DEPARTMENT

Trains personnel on statistical tools and IT systems.

Conducts workshops and seminars on data management.

Collaborates with academic institutions for skill development.

6. PUBLICATIONS & DISSEMINATION DEPARTMENT

Prepares and publishes statistical reports.

Manages open data portals for public access.

Engages in media and public relations for statistical awareness.

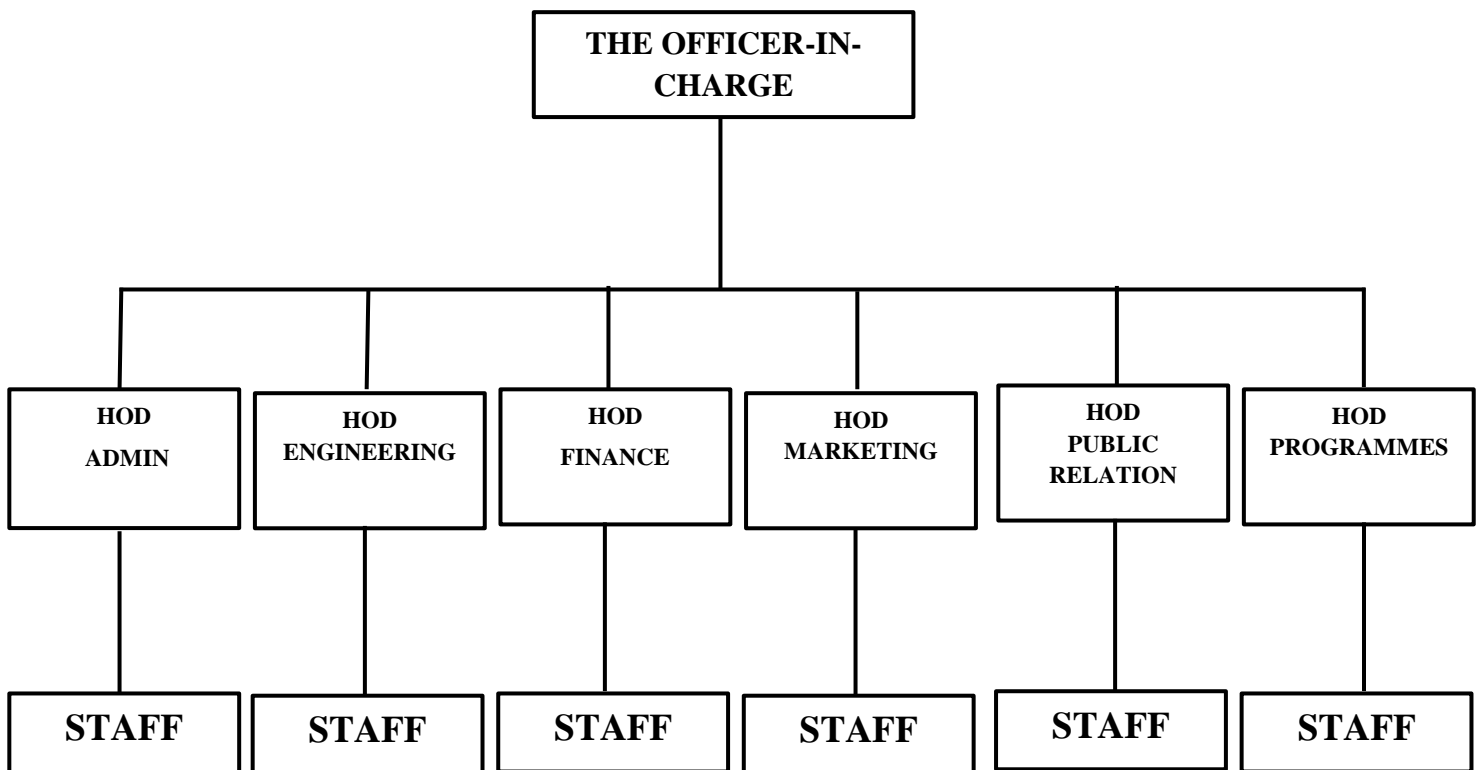
7. FINANCE & ADMINISTRATION DEPARTMENT

Manages budgets, financial records, and procurement.

Oversees administrative and HR functions.

Ensures smooth internal operations.

2.3 ORGANOGRAM OF THE ORGANIZATION



2.4 VISION AND MISSION OF THE ORGANIZATION

VISION STATEMENT

- Protect the civil rights of all individuals.
- Increase voter education and registration and participation among all votes.

- Fight discrimination in housing, accommodation/services, or employment, education, and other areas.
- Encourage academic, scientific, and artistic excellence among minority students specifically minority & low income students in education.
- Create a criminal justice and judicial system that is fair and equal for all people.

MISSION STATEMENT

“To build and sustain a printing media that promotes stakeholders relationship through professionalism and innovative quality programming”.

CHAPTER THREE

3.1 EXPERIENCE ACQUIRED/ WORK DONE

I stated my SIWES program at Adbaq Information Technology on the 7th of August, 2024 in Finance & Administration Department under the supervision of Mr. Abdulqodir Opoola.

My SIWES Program at Adbaq Information Technology has been a successful one as I was exposed to some skilled;

- ✓ Assisted with data entry of employee records and business documentation.
- ✓ Attended a meeting on business operations and took meeting minutes.
- ✓ Learned about the company's communication channels and how information is disseminated.
- ✓ Worked on data organization and file management in the admin department.
- ✓ Shadowed the Human Resource officer and learned about recruitment processes.
- ✓ Helped in arranging interviews for potential new hires.
- ✓ Participated in sorting resumes and application letters.
- ✓ Assisted in preparing and distributing internal memos and emails.
- ✓ Learned about scheduling meetings and managing the office calendar.
- ✓ Participated in a brainstorming session on how to improve workflow within the admin department.
- ✓ Assisted with typing and printing business letters and documents.

- ✓ Attended a seminar on office ethics and customer service.
- ✓ Assisted in organizing office supplies and inventory management.
- ✓ Performed basic administrative tasks such as photocopying, scanning, and document binding.
- ✓ Reviewed the work done during the week with my supervisor.
- ✓ Participated in handling customer inquiries via phone and email.
- ✓ Assisted in compiling weekly reports for management.
- ✓ Attended a department briefing on performance evaluation.
- ✓ Continued with filing and document management tasks.
- ✓ Assisted the finance department with petty cash transactions and expense records.
- ✓ Observed the use of accounting software for processing transactions.

CHAPTER FOUR

4.1 EXECUTIVE SUMMARY

SIWES means Student Industrial Work Experience. Students are out annually to professional organization relevant to their course of study with the help of the institution based. Coordinator and the scheme take up while students are promoting to ND 2 during the National Diploma programme for science oriented courses studied in institutions. The scheme was established by the ITF (Industrial Training Fund) to solve the problem of lack of adequate practical skills. During this programme, students are expected to get technical assistance and acquire more experience scheme in their chosen field of study.

CHAPTER FIVE

5.1 PROBLEMS ENCOUNTERED DURING THE ATTACHMENT AND SOLUTION

I didn't face or encounter any difficulty or problem during my attachment except that my place of attachment is far away from my house.

But the general problems that students encounter before and during the attachment are as follow:

- Lack of available industry in the location of some students
- High cost of transport fare from the students resident to the attachment
- Laziness of some students during the attachment

SOLUTION

- Government should increase their investment on establishing companies for science oriented students.
- There should be a certain amount to be paid to the students during the attachment
- There should be monthly check on the students during the attachment

5.2 CONCLUSION

Student Industrial Work Experience (SIWES) is a scheme that improves the technical knowledge of students in the Nigeria institutions. The scheme exposes students to working method and techniques in handling equipment's and machinery that may not

be available in their institutions. It is a good process that every science oriented courses must undergo.

As for me, the SIWES I did at ADBAQ Information Technology exposed me to the practical aspect of journalism. It widens my knowledge and skill on the discipline. The scheme equips students properly to face future challenges.

Lastly, big thanks to the Industrial Training Fund (ITF) for the establishment of SIWES which now serves as an opportunity for we students of the Nigeria institution.

5.3 RECOMMENDATIONS

Federal government, as a matter of responsibilities has to contribute immensely to the uplifts of this programme by putting in place a considerable compensation for the students who embarked on this kind of stressful and deadly programme. The federal government has a lot of role to play in building up a brighter future for us in order to maintain the peace and stability of the state.

Secondly, a lot of task also lies on the school authority to orientate and enlighten their students on the expected things they are going to face or encounter pleasantly or in the other hand when they get to their various placements of works before the commencement of the programme.

Thirdly, there should be rigorous inspection and supervision as some students count and envisage this programme as a mere task and they should as well enhance their strength and bestow and hefty mark on it.

Lastly, students need money for their upbringing and sponsorship, so I will urge the federal government to make the allowance more attractive to boost the students' morale.