MiND MiRAGE

DECEMBER 2023

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MIND
MIRAGE

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ACKNOWLEDGEMENT

Without the participation
and support of so many people, some of whose names may not be listed, this undertaking would not have been able to be completed. We sincerely thank them and acknowledge the contribution they made. However, the group would want to convey their sincere gratitude and obligation of gratitude, especially to a small group of people.

To Ms. Suriani binti Jack, our Management of Business Records (IMR652) lecturer, we would like to express our gratitude and understanding for completing this E-magazine.

We expressed our gratitude to our family, friends, and classmates who, in some way, shared their unending psychological and physical support.

To my beloved group members, please accept my sincere gratitude for your time, love, and dedication to producing this E-magazine with me. Without these individuals, this e-magazine couldn't have been finished successfully.

Above all, to the Great Almighty, the author of knowledge and wisdom, for His countless love.

We thank you.

2 0 2 3

HISTORY OF UiTM SARAWAK

The UiTM Sarawak library was created at the same time as the ITM Sarawak Campus in 1973. The campus was once housed in Batu Lintang Teachers Training College. The ITM Sarawak Campus relocated to the Agricultural Training Institute in Semenggok in 1987 and remained there until 1989. The campus was relocated from Semenggok to Samariang until 1997. Since its inception in 1997, the campus has stayed at Kota Samarahan. In 2002, the third Mukah campus opened its doors. UiTM Sarawak opened its second campus in Kota Samarahan in 2013. Perpustakaan Tun Abdul Razak (founded in 2013) exists on each of these campuses.

UITM KAMPUS SAMARAHAN

BY: PATRICIA ALISHA ANAK PETRUS

CHIEF EDITOR'S NOTE

Alhamdulillah, 2023 is a very meaningful year for UiTM Sarawak in which it will celebrate its 50th anniversary. UiTM Sarawak has reached half a century old and it has been proven that the staff are committed to the development of their students. It shows that UiTM has fairly matured as an organisation. It started with just being known as a RIDA Training Center and now UiTM is one of the public higher institutions that has produced many graduates as well as in UiTM Sarawak, especially Bumiputeras from Sarawak and Sabah.

I myself seem to have been lulled into a dream because I was given the opportunity to serve the role as Coordinator of Jaringan Alumni under ICAN UiTM Sarawak to drive UiTMCS members, especially its alumni, towards Globally Renowned recognition all over the world. In Syaa Allah, may Allah ease our journey. Aamiin.

This e-magazine is mainly focusing on Management of Business Records and how it is related to the management of alumni records as its core business. The Alumni can help with global admissions and recruitment efforts, career and professional development, local and state advocacy or lobbying and through their generous philanthropic support.

All articles and write-ups included in this e-publication are based on research or non-academic research of the university. The purpose of publishing this e-magazine is to record and bring us together through strengthening the engagement of the alumni in university and how to strengthen this relationship so that we can create meaningful values in return to our graduates through projects and programmes of the university to reach its achievements which is related to the development of UiTM Sarawak alumni starting from the year 1973 until now. They are part of the history.

One of the best parts is the network that comes with it. An alumni network connects you, as a graduate, with a number of professional contacts and other graduates from the university. "Being willing to share the lessons learned on your journey, strategies for meeting challenges, and find opportunities for growth and connection are a few good moves. It all starts with a question, 'Hello, how can I help you?'"

Last but not the least, strike for the best and strive for excellence throughout our most productive year at UiTM Sarawak.

Happy 50th Anniversary, UiTM Sarawak!
May God Bless Us All.

Lots of Love,

SURIANI BINTI JACK
Chief Editor
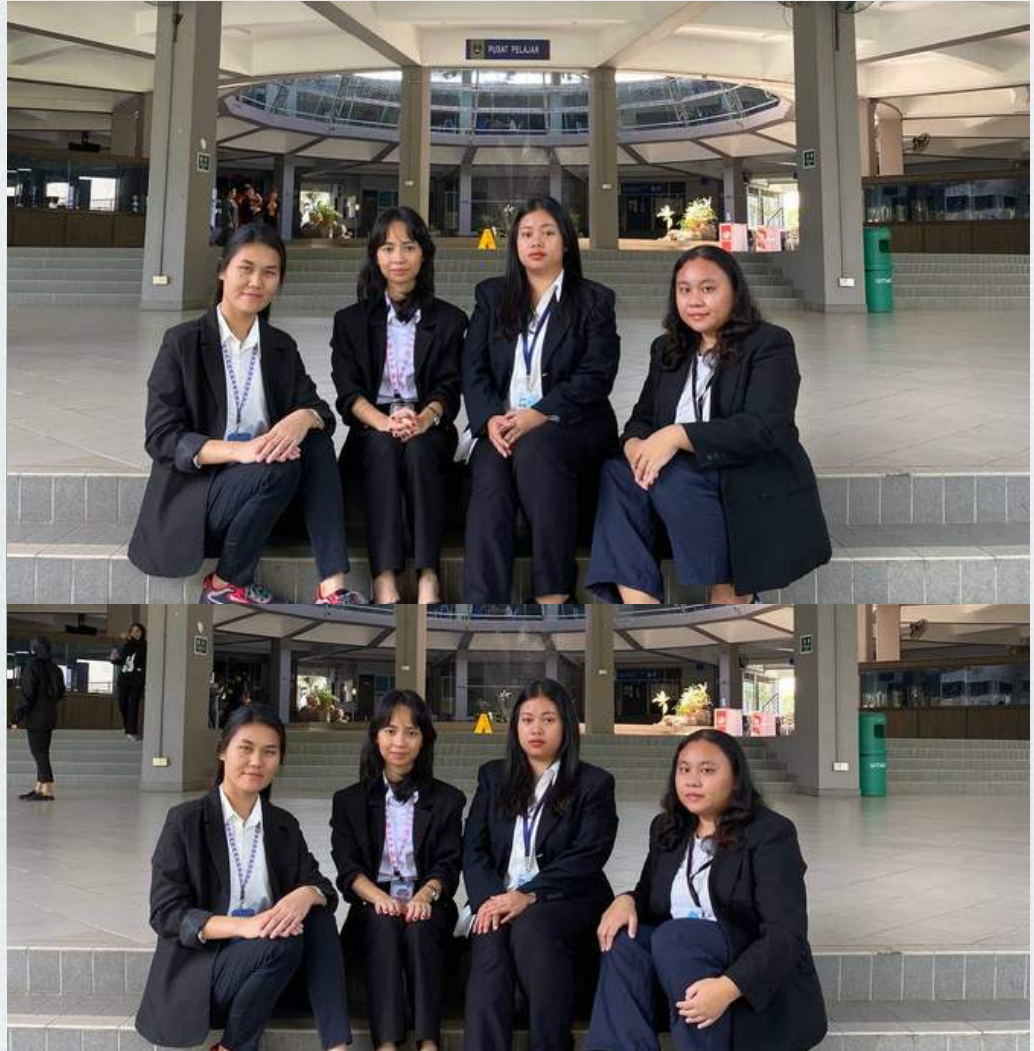
THE
EDITORS

EDITOR'S NOTES

Leader / Language Editor

Patricia Alisha Anak Petrus
"LOOK DOWN ON ME LIKE THAT, IT'S MY JOB TO PROVE YOU ARE WRONG."

Designer

Marcella Anak Newton
"SPREAD POSITIVITY TO OTHERS."

Editor 1

Rosita Anak Nating
" YOU NEVER KNOW WHAT WORSE LUCK YOUR BAD LUCK HAS SAVED YOU FROM."

Editor 2

Frisila Perada Anak Peter
"BE THE VIBE THAT BRINGS OUT THE BEST IN YOU."

EDITOR'S NOTES
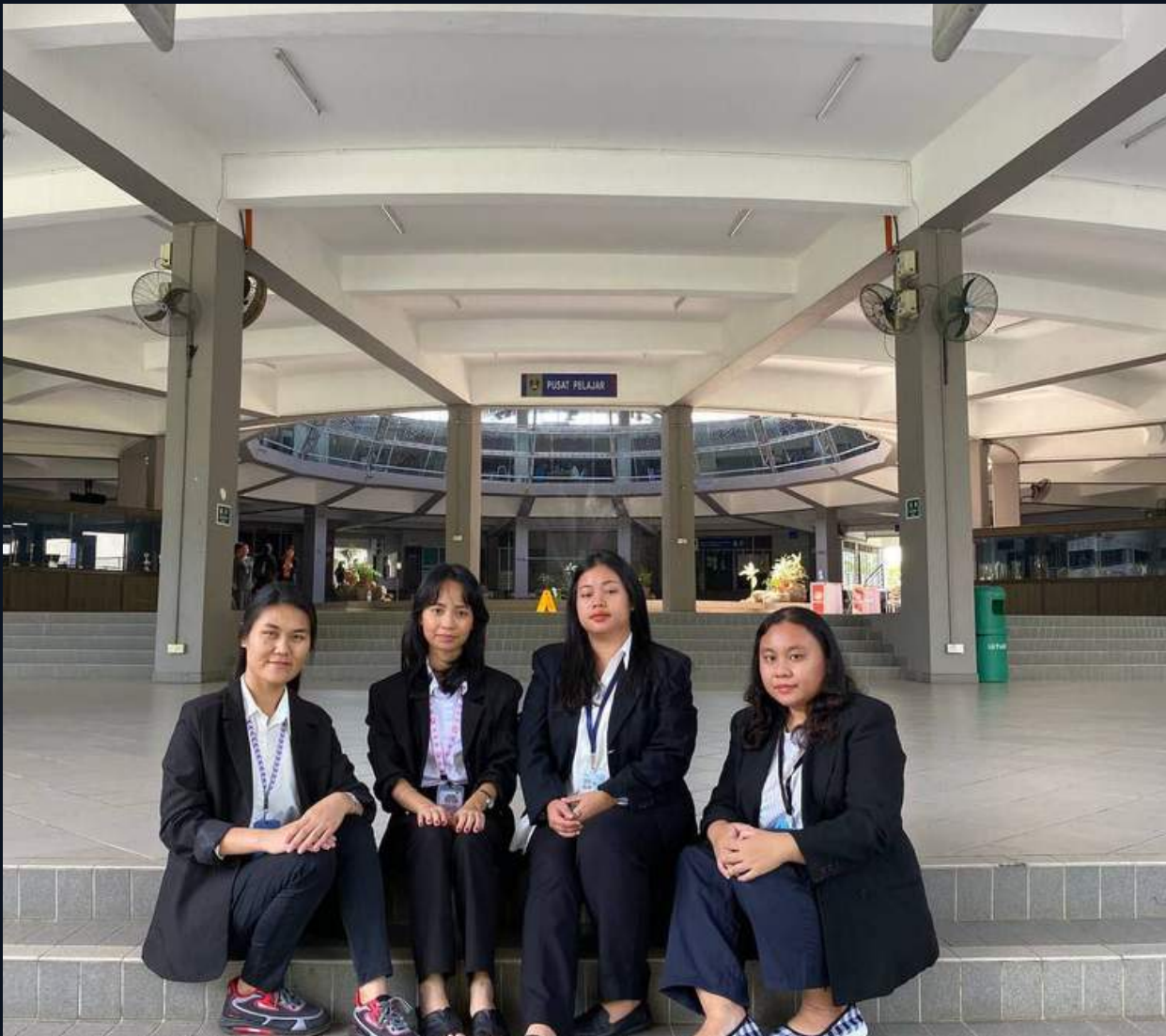
BY: PATRICIA ALISHA ANAK PETRUS

LANGUAGE EDITOR
PATRICIA ALISHA ANAK PETRUS

Any journey's firsts, debuts, and the beginning moments are memorable. It is absolutely the same for us as we present you the December Edition of our MiND MiRAGE E-Magazine. This e-magazine sprang from our passion for alumni and everything associated with them. We realised that we needed to share these experiences after keeping recollections of all the activities or events that we took part in together. Details about events we attended or things we learnt in class, among other things, to make university life more fascinating! We had a good time remembering and participating in events that we organised.

"Participate in life instead of just watching it pass you by." Lindsey Wonderson

To new adventures!

From the
EDITOR

Throughout the journey of creating the magazine, our team planned very well onto our design and theme chosen. Despite ups and down, we worked hard to collaborate in making our project successful.

In this magazine, we have published some news related to one of UiTM Sarawaks' alumni. In our cover page, we insert the logo of 50th years anniversary to celebrate the establishment of UiTM Sarawak.

Leading a better future

Marcella Anak Newton
Designer

In this series, we brought the readers exclusive look which displayed corporate way. It is pleasure for readers plenty of depth to see and explore more about this institution.

I would like to thank my team for their ongoing support and contribution in making out the incredible magazine.

We hope to seek pleasure from the readers.

Have a great day ahead!

BY: MARCELLA ANAK NEWTON

EDITOR
NOTE

Beloved readers,

Here, our team presents the December 2023 edition, which has the title " mind mirage " for the current year. On the front page of this e-magazine, we include the upcoming 50th anniversary of UiTM's Samarahan Campus.

On the next pages of the e-magazine, readers will be able to read a variety of articles about the benefits of joining activities, activities that are organized by the student associations, tips, and others. Readers may notice there are advertisements and games on the other pages.

Our teams hope that you take the time to read what the contents of the e-magazine have to offer. There is so much to read, to know and to ponder.

Rosita Nating

By: Rosita anak Nating

BY: FRISILA PERADA ANAK PETER

EDITOR NOTE

Will never stop trying to give this E-Magazine the greatest information on alumni interaction.

Because we feel our readers deserve only the greatest information, the entire Mind Mirage E-Magazine team members and I are dedicated to constantly bringing you the most relevant and up-to-date information about the UiTM Kampus Samarahan.

UiTM Tracer Study
By : Suriani Jack

A study of university graduates is referred to as a "graduate tracing study" or "tracer study." The outcomes of this tracer study can be utilized to assess a curriculum (IIUM, 2016).

The Ministry of Higher Education (KPT) conducts the Graduate Tracking Study or Tracer Study every year to determine the status of graduates after they have finished their studies.
Additionally, the aim of this study is to get feedback from alumni regarding the study programs, facilities, and services at UiTM.

According to the Graduate Employability Strategic Plan 2021–2025 KPT the goals are towards graduates who are holistic and balanced with global employability. The study's findings can assist UiTM in strengthening graduate employability values.

The cooperation of all graduates is highly appreciated in reaching the target of 100% of graduates completing the study completely and subsequently being able to increase the percentage of Graduate Employability UiTM.

THE BENEFITS OF PARTICIPATING IN EVENTS

TO DEVELOP EMOTIONAL INTELLIGENCE

- Social experiences foster the development of social skills and empathy
- The encounters or dialogues prompted by events assist students in developing relationships, understanding diverse viewpoints, and engaging with people from other cultures.
- Social gatherings allow one to broaden one's social network.

TO BUILD RELATIONSHIPS

- Participating in on-campus social activities allows students to meet others with similar interests as well as persons who may assist them academically or professionally.
- Relationship-building is a useful habit for students to develop because the world of business necessitates skills in negotiation, communication, and, well, networking (EduCo, 2018).

By: PATRICIA ALISHA ANAK PETRUS

Business Continuity Planning

By: PATRICIA ALISHA ANAK PETRUS

An all-encompassing endeavour to prioritise critical business activities and detect serious threats to regular operation. It also includes measures for mitigation (improvement) to enable an effective and efficient organisational response to issues that arise during and after a crisis. As a result, this strategy will ensure that all corporate records are safeguarded.

DISASTER RECOVERY PLAN

It is defined as an organization's immediate engagement. To prevent more losses and to begin the rehabilitation process. There are several actions and programmes aimed at re-establishing core business operations and stabilizing the organization to acceptable levels. Staff must be able to begin the process of effective reaction quickly by establishing a recovery plan prior to the incident.

DISASTER RECOVERY PLAN

IDENTIFYING THE TYPES OF RECORDS
IDENTIFYING THE VITAL RECORDS
IDENTIFYING THE RISKS
IDENTIFYING THE ALTERNATIVE STORAGE FACILITIES
DEFINE ROLES AND RESPONSIBILITIES
DEVELOP A LIST OF CONTACT
PREPARE A DISASTER BIN
DRAW UP AN ACTION PLAN

DISASTER RECOVERY OPERATION

By: Marcella Anak Newton

It is vital that the disaster recovery plan be completed as soon as possible to guarantee that the organization can minimize the risk of record management loss. Disaster management should be considered in order to avoid data loss or abuse for malevolent purposes. Disaster recovery involves adequate operational and technical assistance to prevent downtime and ensure that company operations restart as soon as feasible when a disaster occurs.

Six activities should be considered: security and safety, environmental stabilization, determining the amount of damage to records and facilities, repairing the storage space and building, continuous record preservation, and resumption of operations.

Reviewing disaster zones for hidden hazards like shorter motors or frayed electrical lines is vital for security and safety. Every employee in the company needs to be aware of their surroundings to protect their own safety and the security of the building.

Due to environmental factors impacting the records, environmental stabilization should be practised. For instance, any water in the area needs to be removed using wet dry vacuum equipment as well as mops and buckets. Assessing the extent of the damage to records and facilities where accident report is compiled.

Rehabilitating storage area and building is one of the disaster recovery operation. For example, make sure the emergency team's leader has given the go-ahead for the use of any chemicals to sterilize the stack regions.

Ensuring the ongoing protection of the records when the records were returned to storage which the organization maintain a list of all records returned to storage areas. Finally, resumption of operation ensure that emergency supplies are refilled and add any necessary items.

BUSINESS SYSTEM ANALYSIS

6 major knowledge areas

Business system analysis is an analytical approach that examines the organization as a whole. The analysis serves as the foundation for the development of recordkeeping technologies that aid with decisions about record generation, capture, control, storage, destruction, and access.

Business analysis consist of 6 major knowledge areas including enterprise analysis, requirement planning and management, requirement elicitation, requirement analysis and documentation, requirement communication and solution assessment and validation.

Enterprise analysis focuses on understanding the requirements of the company as a whole, its strategic orientations, and developing activities that will help the company reach those strategic goals.

Requirement planning and management entails organizing the requirements development process, determining which needs are the most important to implement, and managing change. Requirement elicitation refers to strategies for gathering needs from project stakeholders.

Requirement analysis and documentation shows how to establish and express requirements in detail so that a project team may effectively implement them. Requirement communication is the process of ensuring that stakeholders have a common understanding of the requirements and how they will be implemented.

Last but not least, solution assessment and validation illustrates how a business analyst may test the accuracy of a suggested solution and identify any flaws in the implementation.

BY: MARCELLA ANAK NEWTON

Effective Time Management Skills.

Time management is the process of consciously planning and controlling the amount of time spent on specific activities to increase efficiency and productivity. Times management involves setting goals, prioritizing tasks, and organizing your time in a way that allows you to achieve your objectives while maintaining a healthy work-life balance for either student and lecturers.

By: Rosita anak Nating

The effective time management requires a combination of skills, that is awareness, arrangement, and adaptation. Awareness involves thinking realistically about your time and understanding that it is a limited resource. Arrangement involves designing and organizing your goals, plans, schedules, and tasks to make effective use of your time. Adaptation involves monitoring your use of time while performing activities and adjusting to interruptions or changing priorities.

To manage your time effectively, you need to set a clear goal. As a student, you need to identify what you want to achieve and break it into smaller, a manageable task. Next, avoid distractions. As a students, you need to minimize interruptions and distractions by creating a conducive work or study environment and setting boundaries with others. Prioritize tasks also one of effective time management skills by determine which tasks are more important and focus on those first.

By implement these skills to your routine as a student, your ability to manage your time effectively will improve and you can reduce stress and achieve your goals. This also can help you feel more energized, focused, and better able to handle the challenges of daily life.

The Importance of Record Management To Organizations.

Records management plays a crucial role in helping an organization be efficient, effective, accountable, and transparent.
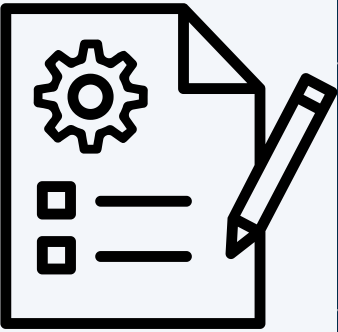
Record management helping an organization be efficient by improving the workflow in the organization. Well-maintained records management systems improve workflow by providing correct, consistent, and comprehensive information when needed.

Next, record management helping organizations be effective by customizing the workflow. A records management program allows for customizable workflows, streamlining processes and improving overall effectiveness. Organizations also can be effective with compliance. Records management helps companies comply with record-keeping requirements, ensuring that records with historical, fiscal, and legal impact are accurately identified and preserved.

Last but not least, record management helping organization be transparent and accountable by provide access to information. A well-implemented records management system provides convenient access to important data and details, promoting transparency within the organization.
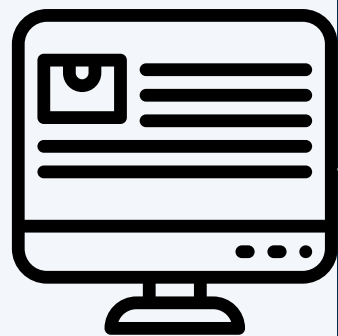
Organization be accountable by establish policies and procedures. Establishing clear policies and procedures for records management ensures coordinated control over data and reduces the risk of non-compliance with record-keeping policies

By: Rosita anak Nating

BY: FRISILA PERADA ANAK PETER

"Engaging Corporate Alumni Through Events"

A core components of Corporate Alumni Program is engagement, and the best way to do this is throughout event, either online or off. Bringing people together for a social occasion or a specific type of content is what alumni are looking for.

An alumni program is all about making contacts and developing partnerships that benefit both the former employee and the organization. A well-treated former employee may be a great source of new business or talent recommendations, and they may return to a more senior job one day.

Why hold events just for Alumni?

The purpose of traditional community management is to ensure that members feel valued and that they have a sense of belonging. Corporate alumni are no exception, and gatherings provide a terrific chance for alumni to reconnect in casual settings.

To encourage alumns to attend, you need to sell the "what's in it for me" benefits, Feel good about putting down their devices and venturing out.

BY: FRISILA PERADA ANAK PETER

Effective Customer Service

Customer service is quality service that goes way above and beyond the customer's requirements or what the customer requested, and efficient service delivery so that consumers are satisfied, loyal, and keep coming back.

Client service is important because it fosters positive client interactions, which are required for a company's or organization's success.

Dimensions of service quality?

Effective customer service has eight service quality dimensions: dependability, responsiveness, tangible, competency, politeness, communication, empathy, and assurance. Effective customer service has eight service quality dimensions: reliability, responsiveness, tangible, competency, politeness, communication, empathy, and assurance.

It relates to reliability and performance consistency. If a business maintains its word and provides the service correctly the first time, that is how it will be judged. The level of responsiveness refers to how willing the staff is to offer services.

It relates to reliability and performance consistency. If a business maintains its word and provides the service correctly the first time, that is how it will be judged. The level of responsiveness refers to how willing the staff is to offer services. Physical infrastructure, tools, people, and communication resources are considered tangible.

Competency is a must, and professional training and customer service skills are crucial for delivering high-quality customer care. Understanding other people's emotions and experiences is known as empathy.. Lastly, When a service provider guarantees and commits to delivering timely, appropriate, and trustworthy services to its clients, it is known as assurance.

UNIVERSITI
TEKNOLOGI
MARA

MAJLIS
MAKAN MALAM
PRA-GRADUAN

SESI MAC-OGOS 2023 UiTM CAWANGAN SARAWAK

14 JULAI 2023 | JUMAAT

8:00 MALAM | DEWAN JUBLI KAMPUS SAMARAHAN

TEMA : COLOR BLOCK

UNIVERSITI
TEKNOLOGI
MARA

BAYARAN RM 30.00 DIKENAKAN KEPADA PELAJAR
YANG BERMINAT DAN HANYA TERBUKA KEPADA
300 PENDAFTARAN YANG TERAWAL SAHAJA!
IMBAS KOD QR DI ATAS UNTUK MENDAFTAR

TARIKH AKHIR PENDAFTARAN & PEMBAYARAN
10 JULAI 2023

SEBARANG PERTANYAAN BOLEH HUBUNGI :
CIK MELINDA JINDU (KAMPUS SAMARAHAN 2) - 082 678059
PUAN NORSURIATI (KAMPUS SAMARAHAN 2) - 082 678053
EN. FADZLEY (KAMPUS SAMARAHAN)- 082 677030

KING & QUEEN OF THE NIGHT DAN PELBAGAI HADIAH CABUTAN BERTUAH MENANTI ANDA!

PROMINENT ALUMNI

TUAN HAJI SAPAWI

Tuan Haji Mohd Sapawi bin Haji Jemain was born in 1957. This Alumni icon graduated from the Faculty of Management and Business (FPB) with a Master of Business Administration (MBA) in 2003 at the Universiti Teknologi MARA Kota Samarahan Campus. Among his fondest memories is successfully advancing from the diploma level to the master's degree level over the course of nine and a half years of study, despite having to sacrifice time with his family every weekend during the lecture session. However, everything he went through did not deter him from completing his education satisfactorily.
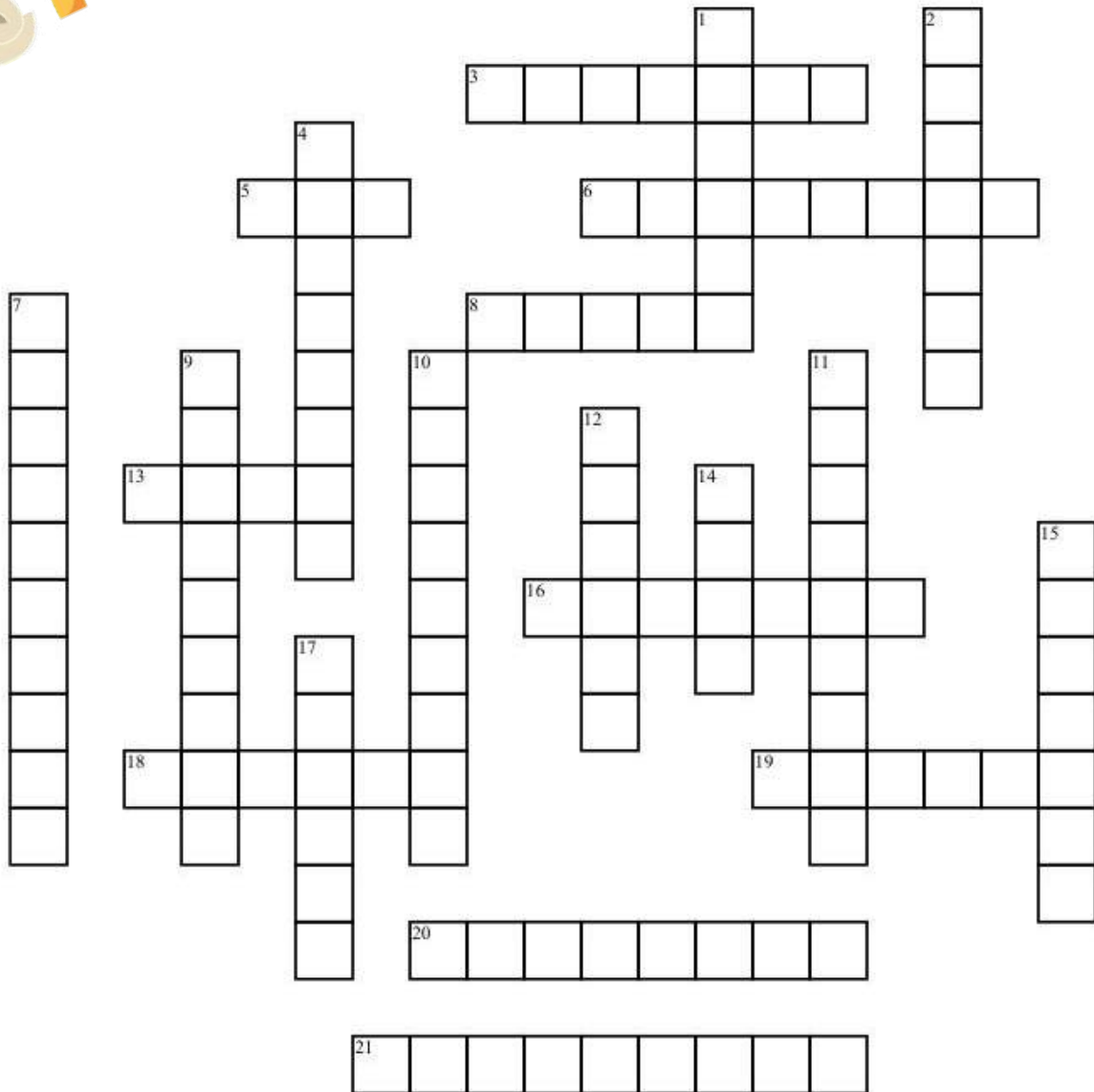
Graduation Build up

Across

3. Girls are most excited to shop for

5. Convocation Hat

6. Worst week of a high school students life

8. These are shed during convocation

13. Convocation Classy Robe

16. What and chill?

18. What happens after grauation

19. Someone to walk the graduate down the isle

20. To not smile in this would be a crime

21. Everyone has one sooner or later

Down

1. Something every grad has to write

2. Closer than blood

4. Parents worry about

7. Happiest day of a high school students career

9. Worst part about graduating

10. Last two weeks of highschool
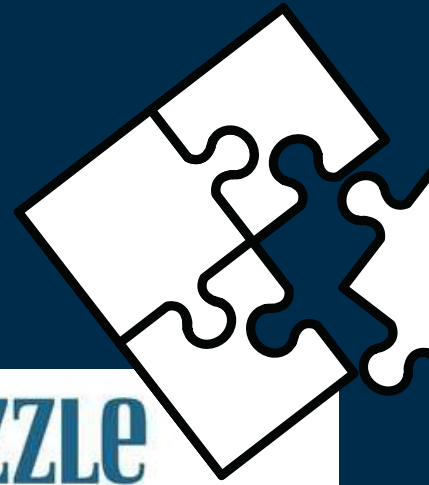
11. Teachers expressions during graduation

12. Gives students grey hairs

14. Happens between classes

15. What everyone needs to do to survive

17. The friends you are born with

WORD SEARCH PUZZLE

```
E U F Q S C G Z U T M A N Z T I L E W W A T D
F L C J O Z W C O I S M O O R H T A B K C A U
V I V E F B S U C F G W O D N I W O N P W B M
S P A Q A J K P B H M A N E V O C A Y D G L X
T G K F L M U B I G A B R W Q T Y Z M P U E R
W F R I D G E O P R E I O A M S N I A T R U C
B J J Y M I V A H X R M R O G L Q M R J K V M
E A Q X L S L R R C O L I W B K E P T R M T V J
R M D T P T A D B P E X B W E C Y R V G K C W
U I X N S R M H Q W V Q F L E D A A T C I H N
T O X E H Q P N Y A W E V I R D R S J Z T I I
I C H M O S E C A L P E R I F T W O E F C M A
N M S E W O A P S G R Q U R T W I I O B H N U
R Q S S E G A R O R R I M R R B K O J M E E X
U T J A R E J Y L C X P Q K F B A L C O N Y N
F C B B B I I J Y L U C W K B T Z C I T T A J
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FIREPLACE	FRIDGE	KITCHEN
FURNITURE	CHAIR	BEDROOM
BASEMENT	TABLE	CHIMNEY
BATHROOM	ATTIC	BALCONY
BOOKCASE	LAMP	SHOWER
CUPBOARD	OVEN	MIRROR
CURTAINS	SOFA	WINDOW
DRIVEWAY		GARAGE

ALUMNI

MiND MiRAGE

SUDOKU CHALLENGE!

Here is the puzzle. Good luck!

			8		9		1	
4	7				1	8		
9			4	6		3		2
1				2	4	9		
			1	5	8			
		3	7	9				5
6		1		4	7			9
		7	9				4	1
	9		6		3			

1	2	3	4	5	6	7	8	9

ALUMNI ACTIVIVITIES
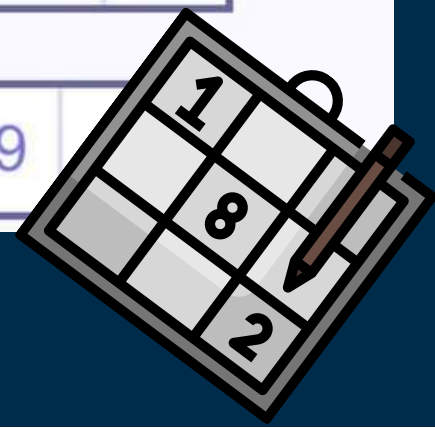
2022 & 2023

ALUMNI ACTIVITIES

2022/2023

QUOTES OF THE DAY

"LIFE IS LIKE A BICYCLE. TO KEEP YOUR BALANCE, YOU MUST KEEP MOVING''- ALBERT EINSTEIN

"YOU ARE NEVER TOO OLD TO SET ANOTHER OR TO DREAM A NEW DREAM" - C.S. LEWIS

"GIVE EVERY DAY A CHANCE TO BECOME THE MOST BEAUTIFUL DAY OF YOUR LIFE" - MARK TWAIN.

"CHANGE IS THE LAW OF LIFE. AND THOSE WHO LOOK ONLY TO THE PAST OR THE PRESENT ARE CERTAIN TO MISS THE FUTURE" - JOHN F. KENNEDY

"MAY SUNSHINE SURROUND YOU EACH NEW DAY? AND MAY SMILE AND LOVE NEVER BE FAR AWAY" - CATHERINE PULSIFER

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MIND MIRAGE

DECEMBER 2023