

The 11th International, Invention, Innovation & Design 2022

INDES²⁰₂₂

Ushering in the Age of Endemic

**THE 11TH INTERNATIONAL INNOVATION,
INVENTION & DESIGN COMPETITION
INDES 2022**

EXTENDED ABSTRACTS BOOK



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BE CLEAR: KALENDAR CAKNA RISIKO

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ABSTRACT

Universiti Teknologi MARA (UiTM) is the largest comprehensive university in Malaysia with a staff of 18,000 and students numbering 180,000, distributed among 34 campuses and 21 faculties. UiTM has an annual budget of more than RM 2 billion to enable it to meet its objectives. As in any organization, UiTM faces external and internal factors and influences, that makes it uncertain whether UiTM will achieve its objectives. Risk, as stated in ISO 31000:2018, is the effect of uncertainty on objectives. Objectives that have been planned cannot be ascertained that they can be fully achieved as planned, as planning is about setting objectives based on past and current events, and projected events. Risk management is important to UiTM, to enable UiTM to direct and control its operation, through coordinating its activities towards achieving its objectives. *Unit Pengurusan Risiko* (UPR) or Risk Management Unit is a department in UiTM Shah Alam that has been given the responsibility in managing risk in UiTM. UPR is assisted by Risk Coordinators in 81 Responsibility Centres, to incorporate a culture of risk management in UiTM. Awareness of risk and risk management among UiTM staff and students is an important factor as it is the initial step before risk management can be considered a culture in UiTM. UPR among others has been sharing knowledge of risk and risk management through conducting talks, workshops, *Cakna Risiko* (weekly online poster and a book). *Be Clear: Kalendar Cakna Risiko (Kalendar Cakna Risiko)* is another medium for UPR to create awareness and consistently remind the importance of managing risk especially in UiTM. *Kalendar Cakna Risiko* is an innovative desktop calendar, that is easy to view and read, as it incorporates knowledge on risk and risk management with a calendar. *Kalendar Cakna Risiko* can also be a valuable gift to non-family members of UiTM.

Keywords: risk, risk management, education

1. INTRODUCTION

Universiti Teknologi MARA (UiTM) is the largest comprehensive university in Malaysia with a staff of 18,000 and students numbering 180,000, distributed among 34 campuses and 21 faculties. UiTM has an annual budget of more than RM 2 billion to enable UiTM to meet its objectives (Universiti Teknologi MARA, 2022). As in any organization, UiTM faces external and internal factors and influences, that makes it uncertain whether UiTM will achieve its objectives.

Risk, as stated in ISO 31000:2018, is the effect of uncertainty on objectives. Objectives that have been planned cannot be ascertained that they can be fully achieved as planned, as planning is about setting objectives based on past and current events, and projected events (*Cakna Risiko* 2021). Risk management is important to UiTM, to enable UiTM to direct and control its operation, through coordinating its activities towards achieving its objectives. Unit Pengurusan

Risiko (UPR) or Risk Management Unit is a department in UiTM Shah Alam that has been given the responsibility of managing risk in UiTM. UPR is assisted by Risk Coordinators in 81 Responsibility Centres, to incorporate a culture of risk management in UiTM. Awareness of risk and risk management among UiTM staff and students is an important factor as it is the initial step before risk management can be a culture in UiTM.

2. METHODOLOGY

Be Clear: *Kalendar Cakna Risiko* is a compilation of selected *Cakna Risiko* series of weekly sharing on risk and risk management by Unit Pengurusan Risiko UiTM with staff of UiTM. The weekly sharing of 33 *Cakna Risiko* in 2021 and 2022 were then compiled into a book, *Cakna Risiko 2021*, published by Universiti Teknologi MARA in 2022 (*Cakna Risiko 2021*, 2022). 13 from 33 *Cakna Risiko* for 2021 were selected for this innovation. The selected *Cakna Risiko* consists of those with basic knowledge on risk and risk management.

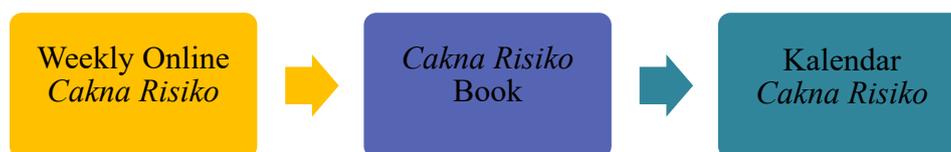


Figure 1 The Process of Innovating *Kalendar Cakna Risiko*

The process begins with selecting 13 of 33 *Cakna Risiko* published as a book for *Cakna Risiko 2021*, through discussions among staff of UPR. A simple innovative calendar was decided so that can easily be detached into 3x5 cm note cards.

3. FINDINGS

UPR among others has been sharing knowledge of risk and risk management through conducting talks, workshops, *Cakna Risiko* (weekly online poster and a book). Even though *Cakna Risiko* has been shared through weekly emails with staff of UiTM, most staff would only read and may not refer the emails again for managing risk.

UPR thus published the first collection of 33 *Cakna Risiko*, but the number of this collection in a book is limited to less than 100 books, which were distributed among selected staff and departments in UiTM. UPR also uploaded a softcopy of *Cakna Risiko 2021* book on its website. But many staff may find it cumbersome to refer to *Cakna Risiko 2021* online.

Be Clear: *Kalendar Cakna Risiko* (*Kalendar Cakna Risiko*) is another medium for UPR to create awareness and consistently remind the importance of managing risk especially in UiTM. It is suitable for staff who prefer a 3-dimensional version of *Cakna Risiko 2021*, compared to the online version of *Cakna Risiko 2021*. Furthermore, it is cheaper to produce online and can be easily distributed and used compared to publishing the printed version. Users are more

focused on selected information on risk and risk management using the *Kalendar Cakna Risiko* compared to the book version. This helps to create interest in risk and risk management within and outside UiTM, with expectations of future sharing on risk and risk management through calendars in coming years.

4. CONCLUSION

Be Clear: *Kalendar Cakna Risiko* is a desktop calendar, that is easy to view and read, as it incorporates knowledge on risk and risk management with a calendar. *Kalendar Cakna Risiko* can also be a valuable gift to non-family members of UiTM. This is an easy daily reference on risk and risk management, as a desk top calendar is usually being used daily. Sharing knowledge on risk and risk management is not limited to money, time, space and specific resources (speaker, lecturer).

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Prof. Madya Dr. Nur Hisham Ibrahim
Rektor
Universiti Teknologi MARA
Cawangan Perak



Tuan,

**PERMOHONAN KELULUSAN MEMUAT NAIK PENERBITAN UiTM CAWANGAN PERAK
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Perkara di atas adalah dirujuk.

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3. Tujuan permohonan ini adalah bagi membolehkan akses yang lebih meluas oleh pengguna perpustakaan terhadap semua maklumat yang terkandung di dalam penerbitan melalui laman Web PTAR UiTM Cawangan Perak.

Kelulusan daripada pihak tuan dalam perkara ini amat dihargai.

Sekian, terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menjalankan amanah,

SITI BASRIYAH SHAIK BAHARUDIN
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