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Kampus Sungai Petani

Faculty of Administrative
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TABLE OF CONTENTS:-

i-SPIKE 2021 International Exhibition & Symposium E-Proceedings

NO.	TITLE	PAGE
1.	‘Viewfinder’ Mobile Learning Application for Videography and Cinematography Based on the Rules of Perspective <i>Amir Nor Azan Samar, Harim Izzati Hamdan, Iqbal Jaapar & Muhammad Firdaus Amairudin</i>	1
2.	Systematic Alternative Fuzzy Logic Evaluator (SAFLE) for Student Performance Evaluation <i>Shirley Sinatra Gran, Tracy Adeline Ajol & Awang Nasrizal Awang Ali</i>	8
3.	360 Employees – I <i>Dayang Hazenah Awang Abdul Hamid, Nur Dina Athia Mohd Ramley, Nur Hidayah Jusoh, Nurul Husna Abd Jalil & Mohammad Firdaus Mohammad Hatta</i>	12
4.	AbMTI: Adventure Based Mental Toughness Inventory for Post Covid-19 Pandemic Era <i>Mohd Shariman Shafie, Professor Dato Dr. Md Amin Md Taff, Dr. M.Adli bin Mohd Sidi, Mohamed Azizul bin Mohamed Afandi, Dr. Omar Firdaus Mohd Said & Nik Jazwiri Johannis</i>	18
5.	AbMTM: Post Covid-19 Adventure-Based Mental Toughness Training Model <i>Mohd Shariman Shafie, Professor Dato’ Dr. Md Amin Md Taff, Assoc. Professor Dr. Zuraidah Zainol & Dr. Siti Musliha Mat Rasid</i>	23
6.	Pembentukan Modul Undi18@School untuk Pendidikan Kenegaraan dan Demokrasi kepada Belia 18-21 Tahun <i>Wan Rohila Ganti Wan Abdul Ghapar, Che Hamdan Che Mohd. Razali, Muhamad Fazil Ahmad & Abdul Rahman Abdul Latip</i>	28
7.	A Planning of Templer Forest Park and Templer Forest Reserve through Management Plan <i>Mohammad Zharif Hakimi Mohammad Mazani, Nurul Atikah Mohd Salleh, Muhammad Hafiy Safwan Sahak, Nurul Nabila Che Ahamed, Teeny Valerian, Mohamad Fathi Radhi Ishak, Nor Hanisah Mohd Hashim & Firdaus Chek Sulaiman</i>	33
8.	Administrative Model for Sekolah Agama Rakyat (SAR): Excellence Practices <i>Mohd Nasir Ayub, Nazmi @ Nazni Noordin, Mohd Zool Hilmie Mohamed Sawal & Surita Hartini Mat Hassan</i>	38
9.	ADR-Now Application: Bridging Theoretical and Practical Approach in Alternative Dispute Resolution Process and Procedures <i>Dr. Shahrizal Mohd Zin, Abdul Mu’iz Abdul Razak, Prof. Madya Dr. Nur Ezan Rahmat & Nik Hasbi Fathi</i>	43

10. Agricultural Career Training Program for Drop Out Students through Work Based Learning 47
Marinah Muhammad, Noor Janatun Naim Jemali, Nik Raihan Nik Yusoff & Rozidaini Mohd Ghazi
11. An Eco-Friendly Concrete Blends from Palm Oil Boiler Ash 52
Nurrul Amilin Zainal Abidin, Zeno Michael, Mohamed Khatif Tawaf Bin Mohamed Yusof, Azmi Roslan, Siti Shahidah Binti Sharipudin, Shahrul Nizam Bin Mohammad & Ilya Izyan Binti Shahrul Azhar
12. An Investigation of Clothing for Elderly: Emphasizing Safety, Protection and Functional Attributes 57
Shahrizad Fitri Mustapha, Shuhaila Nahrawi, Rizal Azni Dahaman & Norzaleha Zainun
13. Ardu-Electrochromic Film for Home Safety And Privacy Purpose 65
Anas Akasyah Abd Patas, Nur Athirah Mohd Taib & Syahida Suhaimi
14. Let's Talk about the Movies: The Movie Journal 71
Associate Profesor Dr Norwati Binti Hj Roslim, Associate Profesor Dr Hj, Muhammad Hakimi Tew Abdullah, Ku Nurul Atiqah Ku Ahamad, Nur Faathinah Mohammad Roshdan, Suhaila binti Sharil & Siti 'Aishatul-Humairah Muhammad Fisol
15. Asymmetric Impact of The Oil Price Changes on Stocks Market for Selected Asean Countries 78
Shahiszan binti Ismail, Prof. Madya Dr. Noor Zahirah Mohd Sidek, Fauziah Mohamad Yunus, Jamilah Laidin & Nor Azira Ismail
16. Automated System for Concrete Damage Classification Identification Using Various Classification Techniques in Machine Learning 81
Nur Haziqah binti Mat, Athifa Aisha binti Ahmad Zahida, Siti Nurhaliza binti Abdul Malik, Nur Athirah Syuhada binti Azmadi & Syahrul Fithry bin Senin
17. Automatic Price Scanning System 88
Fahmi Nazreen Zakuan, Anis Diyana Rosli & Nurlida Ismail
18. Al Hijjaei V1 94
Yuslina Mohamed, Mesbahul Hoque, Sulaiman Ismail Nurhasma & Muhamad Saad
19. Infographic of Benevolence Practices: Public Sector's Myth or Reality 100
Dr Nor Zaini Zainal Abidin, Azni Syafena Andin Salamat, Syahrini. Shawalludin, Azlan Abdul Rahman & Dr Siti Norfazlina Yusoff
20. BIO-CHEM KIT: Understanding Biogeochemical Cycles 104
Nurul Hidayana Mohd Noor, Shawal Sahid Hamid@Hussain, Mahazril 'Aini Yaacob & Mohd Hafiz Hazwan Hashim

21.	Biodegradable and Recycle Husk Mailer from <i>Cocos nucifera</i> <i>Anas Firdaus bin Zakaria, Nur Atirah binti Hamzah, Siti Farahin binti Abdull Patah, Wan Zuraida Wan Mohd Zain & Nur' Amira binti Hamid</i>	110
22.	Bunny's Pellet: Natural Mulberry Pellet <i>Nor Dini Rusli, Khairiyah Mat, Hasnita Che Harun, Mohd Mahmud & Syed Muhammad Al-Amsyar Syed Abd. Kadir</i>	114
23.	Cails Paper Wash <i>Aisyah Nur Izzah binti Azhar, Intan Nafissa binti Mohd Jaffri, Loris Anak Noh, Caroline Anak Kiroh & Silverina Anabelle Kibat</i>	120
24.	Capcut <i>Dr Sharifah Shafinaz Sh Abdullah, Nur Afini Azwa binti Roslan, Nur Alya Nabila binti Ashariman, Nur Mazmira binti Mohamad Zuki & Nur Nabila binti Omar</i>	124
25.	Regenerated Kenaf Core Cellulose Hydrogels and Films Prepared via Pre-Cooled Method <i>Adam Khairul Faiz, Muhammad Khairil Hakim Ismail, Hatika Kaco & Mohd Shaiful Sajab</i>	128
26.	Encapsulation of Winged Termites in Cellulose Nanofibre for the Fabrication of Cellulose Bioplastic <i>Syahidatul Nadhilah Shah Lail, Noorul Jannah Aizul Hussin, Hatika Kaco & Mohd Shaiful Sajab</i>	134
27.	Chinese Character Card Game: Learners' Attitudes and Motivation <i>Ting Hie-Ling</i>	140
28.	Coffee Capsule Vending Machine <i>Mohd Sufian Ramli, Siti Sufiah Abd Wahid, Muhammad Hasif Razak & Muhammad Hakimi Md Said</i>	146
29.	Corn-Based Bioplastic as Seedling Bag <i>Nur Nadia Nasir & Siti Amira Othman</i>	151
30.	Coupiers: Course Pre-Registration System <i>Zeti Darleena Eri, Mohd Hanapi Abdul Latif, Mohd Atif Ramlan, Ruhana Jaafar, Sharifah Nurulhikmah Syed Yasin, Hasiah Mohamed & Sarah Yusoff</i>	156
31.	Divorce Protection Takaful <i>Siti Thaqifah Ruzaidy, Siti Adibah Embong, Mohammad Firdaus Mohammad Hatta & Arlinah Abd. Rashid</i>	162
32.	Entrepreneurial Website Project "Www.Businessletter4you.Com" <i>Akmal Syaifudin bin Kaharudin, Siti Zuraina binti Gafar @ Abd Ghaffar & Juritah Misman</i>	168

33.	<p>Early Flash Flood Detection and Avoidance System Muhammad Aidil Aisar Mohd Yatim, Muhammad Khalis Zuhri Izahar, Rohaiza Baharudin & Mohd Hussaini Abbas</p>	174
34.	<p>Ebook: Easy Research For All Sylvia Nabila Azwa Ambad</p>	180
35.	<p>e-Info JK Formation Committee System for the School of Civil Engineering (Pka) Universiti Teknologi MARA Azlinda Saadon, Musmuliadi Kamaruding, Syahrin Neizam Mohd Dzulkifli, Mazidah Mukri, Noraida Mohd Saim, Dzulaikha Khairuddin & Siti Hamidah Abdull Rahman</p>	183
36.	<p>E-Module <i>ABRA-Maths</i> - Early Mathematics Learning via Mini Tennis Rahela Abdul Rahim, Haslinda Ibrahim, Fauziah Baharom, Mohd. Rahizam Abdul Rahim & Syahrul Ridhwan Morazuki</p>	189
37.	<p>Enhanced Microwave Heat Susceptor Crucible Assoc. Prof. Dr. Muhammad Azwadi Sulaiman, Fathin Asila Mohd Pabli, Syifa' Muhamad Sharifuddin, Assoc. Prof. Dr. Julie Juliewatty Mohamed & Dr. Norfadhilah Ibrahim</p>	194
38.	<p>Enhancement of Latent Fingerprint Using Dyed Eggshell Powder Kavitha Rajagopal</p>	198
39.	<p>Product Development - E-Personal Possessions Takaful (e-PPT) Siti Hasnulbariah binti Ahmad Rusmili, Nor Ashikin binti Dal Nia, Dania Carmila binti Said, Mohammad Firdaus bin Mohammad Hatta & Norzanah binti Mat Nor</p>	200
40.	<p>E-Pocket Note: An Interactive Video Learning for Effective Online Teaching and Learning Process Norhayati Zamri, Nor Bahiyah Omar, Norul Akma Mansor, Liyana Ab Rahman & Farah Husna Mohd Fatzel</p>	205
41.	<p>The Clauses SMM2 at Construction Site Board Game For (WBLFF) Roseline anak Ikau, Zafikha Aida Bidin, Syamimi Liyana Amat Rais, Amira Shazlin Adnan & Mohd Khairul Fitri othman</p>	210
42.	<p>e-Voting: Votehere4u 2.0 Adib Sarkawi, Aiza Johari, Azlina Bujang & Zainon Haji Bibi</p>	215
43.	<p>IO2TX Dr Sharifah Shafinaz Sh Abdullah, Nur Afini Azwa binti Roslan, Nur Alya Nabila binti Ashariman, Nur Mazmira binti Mohamad Zuki & Nur Nabila binti Omar</p>	220

44. Waste Segregation through Recycle and Composting Activities among the Community in Urban and Suburban Areas 225
Ts. Dr. Norhafezah binti Kasmuri & SitiNurhafizah binti Abdull Razak
45. Ez-Crutches 2.0: An Innovation of Assistive Device for Disabled Person 231
Suzana binti Yusof, Sharifah Shafinaz binti Sharif Abdullah, Fatimah binti Sham & Norhafizatul Akma binti Shohor
46. Facile-Fabricated Foamed Geopolymer Sphere for Heavy Metal Removal from Wastewater 236
Tan Tee How, Mo Kim Hung, Lai Sai Hin & Ling Tung-Chai
47. Finance and Me (*FinME*) – A Digital Learning Tool 242
Carolyn Ann Enchas, Shafinaz Lyana Abu Talib, Fatin Adilah Razali & Norizuandi Ibrahim
48. Fun with Mathematic and Origami: Water Lily Origami 246
Masnira Ramli, Wan Nurul Husna Wan Nordin, Amirah Sa'at & Nurul Fazila Lakasa
49. Fund for Food: A Campus Food Pantry Toolkit to Help Fight Hunger on Campus 252
Nurul Hafizah Mohd Yasin, Nurhaiza Nordin, Nurnaddia Nordin, Nik Noorhazila Nik Mud & Siti Zamanira Mat Zaib
50. Edible Cookie Cup: Cuppa Cookie 257
Raja Nur Hanisah Binti Raja Zainal Alam Shah, Nur Liyana A'tifah Binti Ahmad Jamalulail, Nur Farah Aqilah Binti Mohd Akram, Amara Nazirah Binti Mohd Yusoff & Noorshaadah Binti Omar
51. GTNLARM21 262
Ts. Dr. Sharifah Shafinaz binti Sh Abdullah, Assoc. Prof. Ts. Dr. Zulkifli bin Mohamed , Aisyah Fitriah binti Asmala , Nur Fatimah binti Hanif & Nur Hanisah binti Mahadi
52. Gulali Pandan 267
Amelia binti Zaidan, Ainul Hayati binti Abdull Aziz, Nurul Syamilah binti Ismail, Noristisarah Abd Shattar & Siti Noraisah Dolah
53. Hill Paddy Plough 272
Jasrio Liugan, Sainah binti Melulin, Zurhizainih binti Halledy & 'Umairah Abd Khalid
54. Historic Interior Scheme (HIS) Conservation Framework for Heritage Museum Building in Malaysia 275
Norashikin Abdul Karim, Siti Norlizaiha Harun, Salwa Ayob & Zulkarnain Hazim

55. I-Poket Perumahan: Panduan kepada Newbie 283
Mahazril 'Aini Yaacob, Nurul Hidayana Mohd Noor, Hafizah Hammad Ahmad Khan, Zuraini Yaacob & Farah Amirah Fuad
56. Development of HVAC Virtual Laboratory (HV-Lab Version 1.0) 287
Mohd Faez bin Zainol, Ts. Shikh Ismail Fairus bin Shikh Zakaria & Dr. Muhammad Zulkarnain
57. i-Care2u: Easy-To-Use Application Software to Enhance Knowledge and Awareness of Malaysians towards the Rights of Persons with Disabilities 293
Muhammad Fikri Othman, Nur Ezan Rahmat, Norazlina Abdul Aziz, Nora Abdul Hak & Diyana Kamarudin
58. Immersive Learner's Usability and Experience through VMMBG during Covid-19 Pandemic: An Evidence of a Higher Educational Institution 297
Shahreena Daud, Idris Osman, Zarinah Abu Yazid, Norraeffa Md Taib & Amirudin Mohd Nor
59. VCDT: The Virtual Classroom Debate Tutorial Approach 304
Azlyn Ahmad Zawawi, Junaida Ismail, Irwana Nooridayu Mohd Hakimi Noorayuni Rusli & Intan Syahriza Azizan
60. Indikator Teknik Pengajaran Bahasa Arab di UiTM Menerusi Teknologi 307
Nurul Asma Mazlan, Suhaila Zailani @ Ahmad, Zamri Arifin, Mohd Faizulamri Mohd Saad & Nur Aqilah Norwahi
61. Inquiry-Based Reciprocal Teaching Module 311
Ting Pick Dew, Suyansah Swanto & Vincent Pang
62. Instant Beef Stew 316
Nursyadah binti Nordin, Norhidayah bt Abdullah & Muna Shakirah bt Mohamad
63. Integrated Solar-IoT Monitoring and Predictive Maintenance Systems for Irrigation (S-IoTP) 320
Hasyiyya Karimah Adli, Ku Azmie Ku Husin, Khairul Nizar Syazwan Wan Salihin Wong & Muhammad Akmal Remli
64. IOT Based Monitoring System for Oyster Mushroom Farming Pondok Seri Permai Pasir Putih Kelantan 325
Muhd Azhar Bin Zainol, Sh Mohd Firdaus Bin Sh Abdul Nasir, Nor Suhada Binti Abdullah, Koay Mei Hyie, Siti Nur Amalina Binti Mohd Halidi, Hazimi Bin Ismail & Lesairuamin Bin Leiah
65. IoT Based Water Leakage Monitoring System 334
Muhammad Azfar Shazmi Mohd Adnan & Zulkifli Mohamed
66. i-Tabung 340
Dayang Aniisah Mardhiyyah binti Abg Borhanuddin, Mohamad Nornashriq Irfan bin Nordin, Muhammad Akram bin Nazri, Muhammad Azwar Naim

bin Amilan, Muhammad Fadhillah bin Mohd Zam Zam, Mohd Fazly bin Mohd Razali & Ima Ilyani binti Dato' Hj. Ibrahim

- | | | |
|-----|--|-----|
| 67. | <p>Kaedah Pengajaran CHM510: Dari Sudut Pandang Pelajar
 <i>Sheikh Ahmad Izaddin Sheikh Mohd Ghazali, Nur Nadia Dzulkifli, Nor Monica Ahmad, Jamil bin Mohamed Sapari, Ahmad Husaini Mohamed & Nurul Nadthira binti Che Awang</i></p> | 343 |
| 68. | <p>Ke Arah Kelestarian Kebun Komuniti dalam Usaha Menyantuni Golongan B40
 <i>Intan Syafinaz Mat Shafie, Yuslina Liza Mohd. Yusof, Nor Irvoni Mohd Ishar, Maryam Jameelah Mohd Hashim, Mohd Fairus Kholid, Muhammad Yasin Ramadhan Zahari & Sharidatul Akma Abu Seman</i></p> | 348 |
| 69. | <p>Uniquecare Takaful
 <i>Muhammad Sa'di Bin Mohd Saman, Nur Aimi Binti Abdul Azis, Mohammad Firdaus Bin Mohammad Hatta & Azlina Binti Hanif</i></p> | 353 |
| 70. | <p>#Kitajagakita: The Manifestation of Modern Jewellery Design
 <i>Mohd Faiz Jalaludin, Mohd Hakim Mohd Sharif, Adib Mohd Hasan & Muhammad Shafiq Muda</i></p> | 359 |
| 71. | <p>Kombu-Feed: A Nutritive & Prophylactic Alternative for Fish Production
 <i>Ruhil Hayati Hamdan, Tan Li Peng, Nora Faten Afifah Mohamed, Ain Auzureen Mat Zin & Ahmad Syazwan Samsuddin</i></p> | 363 |
| 72. | <p>Kriging Interpolated Rainfall Data in ArcGIS for a Sustainable Flood Modelling Prediction
 <i>Fahda Nurhani Ahmad Razan, Nur Fatim Nasuha Mhd Khatif & Ir. Nur Azwa Muhamad Bashar</i></p> | 368 |
| 73. | <p>Kuasai Rintas: Penulisan Ringkasan Bahasa Melayu Yang Lengkap
 <i>Gladys Sebi binti Entigar, Noor Haty binti Noor Azam, Milfadzhilah binti Mohd Jamil, Roziana binti Ahmed & Nur Elimtiazh bin Abidin</i></p> | 373 |
| 74. | <p>Landscape Architecture Design Studio-Based Using Process-Evaluation Model in Open Distance Learning
 <i>Masbiha Mat Isa, Alamah Misni & Faridatul Akma Ab Latif</i></p> | 378 |
| 75. | <p>LiBCO
 <i>Noryana binti Ahmad Khusaini, Nur Hasni binti Nasrudin, Mohd Shamsul bin Daud, Noraini binti Abd Rahman, Rosida binti Ahmad Junid & Siti Fairuz binti Ibrahim</i></p> | 382 |
| 76. | <p>Limit of Acceptable Change and Recreation Opportunity Spectrum as a Tool in Developing a Management Plan. A Study in Templer Forest Eco Park & Templer Forest Reserve</p> | 388 |

Syahidah Hanani Hamdan, Nur Sabrina Sabri, Muhammad Hazim Zakaria, Khairul Asri, Syanizatul Izreen Kamal, Nor Asma Safuraa Roslan, Ely Rouzee Jamaluddin & Nawfal Kamarul Bahrain

- | | | |
|-----|--|-----|
| 77. | Tweet It! EsL Writing Activity Module Using Twitter
<i>Nurshahirah Azman & Zaemah Abd Kadir</i> | 393 |
| 78. | Malaysian Secondary Boarding School Menu Planning System
<i>Suliadi F. Sufahani & Anuar M. Yusof</i> | 399 |
| 79. | Malaysian Studies Pocket Read
<i>Ani Juaini Bahrin, Farhana Yaakub, Firdausi Sufian (Dr), Nurfaizah Abdullah & Saiful Zizi Jalil</i> | 405 |
| 80. | Mathematical Thinking Enhancement Program (MaTh-EP)
<i>Nurul Akmal Md Nasir, Parmjit Singh & Geethanjali Narayanan</i> | 410 |
| 81. | Medicine Reminder With Low Battery Alert “MEDMINDER”
<i>Syahirah Asyiqin Binti Alias, Luqman Hakim Bin Fazilah Shuhaimi, Khairin Farhana Binti Kharul Anuar, Muhammad Firdaus Bin Mangsor & Suhana Sulaman</i> | 418 |
| 82. | Meow-Meow Food Dispenser Using Internet of Things (IOT) Programme
<i>Nor Diyana Md Sin, Saifaris Azizi Saiful Azam, Muhamad Danial Osman, Mohamad Zhafran Hussin, Norbaiti Sidik, Khairul Kamarudin Hasan</i> | 424 |
| 83. | Mesin Penapis Turpentin
Turpentine Filter Machine (TFM)
<i>Hairulnisak binti Merman, Muhammad Salehuddin bin Zakaria, Aiman Yusri bin Mohamad Yusoff, Aimi Atikah binti Roslan & Azian binti Tahir</i> | 429 |
| 84. | Mind Your Right Booklet: Awareness on Cyber Defamation Law & Media
<i>Suria Fadhillah Md Pauzi, Musramaini Mustapha, Azniza Ahmad Zaini, Suhanom Mohd Zaki & Mohd Aidil Riduan Awang Kader</i> | 434 |
| 85. | Modelling the Effectiveness of Using Online Food Delivery Services Apps Among Customers in Klang Valley During Covid-19 Pandemic
<i>Prof Madya. Dr Rozita Naina Mohamed, Mohd Saifullah Bin Rusli & Prof.Madya. Dr.Halimahton Borhan</i> | 440 |
| 86. | The Innovation Process Modelling for Ethanol Gas Sensing Using Artificial Neural Network
<i>Muhammad Afiq Wazini bin Jemani, Vicinisvarri Inderan, Syahrul Fithry bin Senin, Norain Binti Isa & Lee Hooi Ling</i> | 447 |
| 87. | The Effectiveness of i-Lab v2 as a Teaching Tool for Online Distance Learning
<i>Nur Zaidani Wati binti Mohd Darwis, Noor Raifana binti Ab Rahim, Narita binti Noh & Juwita binti Asfar</i> | 453 |

88.	My Ecredit Banking Apps (MECBA) V3 <i>Wan Razazila Wan Abdullah (Dr), Enny Nurdin Sutan Maruhun (Dr), Norzarina Nordin, Sunarti Halid & Ahmad Saiful Azlin Puteh Salin (Prof. Madya Dr)</i>	459
89.	The Dynamics of MILO (Multimedia Interactive Learning Online) in Role Playing: Enhancing the Learning Process in Covid-19 Pandemic <i>Woo Pak Yuan, Nina Farisha binti Isa & Ezwani Azmi</i>	464
90.	The Continuance of External Review Information System Adoption In Malaysia <i>Mohd Norafizal Abd Aziz, Razulaimi Razali, Nik Rosli Abdullah & Shahrul Azam Abdullah</i>	470
91.	Understanding Islamic Finance Concepts through Innovative Game: Name The Riba Transaction! <i>Azilawati Banchit, Puteri Faida Alya Zainuddin & Lai Tze Wee</i>	479
92.	Natmag Cleaner (Natural Magnificent Cleaner) <i>Hani Hasriena binti Hasrin, Muhammad Firdaus bin Ahmad Nizam, Nur Amalin Batrisya binti Ujud, Deeny Robeatul Adawiyah binti Khairul Anuar & Norzalina binti Jenal</i>	484
93.	New Fundamental Theory in Solving the Royalty Payment Problem <i>Wan Noor Afifah binti Wan Ahmad & Suliadi Firdaus bin Sufahani</i>	489
94.	Notebookly (A Pageless Notebook) <i>Aimi Natasha binti Rujha, Amani binti Mohamad Soree Awankasim, Muhammad Faiz bin Abdul Hamid & Nur Dania Syahirah binti Mohd Asri</i>	492
95.	Nutritious Digital Menu System for Malaysian Religious Primary School Children: Improving Good Memories <i>Azila M. Sudin, Suliadi F. Sufahani & Mohd A.A. Abdullah</i>	495
96.	Online Games for Learning Lewis Structure <i>Wan Elina Faradilla Wan Khalid, Tuan Sarifah Aini Syed Ahmad, Nor Akmalazura Jani, Rohaiza Saat & Nurazira Mohd Nor</i>	501
97.	Optimal Charging Schedule of Electric Vehicles Using Evolutionary Programming to Minimise Costs <i>Hasmaini Mohamad, Norhasniza Md Razali, Ahmad Farid Abidin, Nur Ashida Salim & Zuhaila Mat Yasin</i>	506
98.	The Smart Attendance of Microsoft Team (SAMT 2021) in an Online Learning Classroom <i>Wan Normila Mohamad & Zahari bin Md Rodzi</i>	511
99.	Penelitian Terhadap Kepelbagaian Fungsi Bandar Kecil Terhadap Penduduk Setempat di Gemas, Negeri Sembilan <i>Natasya Farhana Nazry, Jabil Mapjabil & Farzanna Yashera Abdulla</i>	521

100. Penentuan Kaedah Mengukur Kesanggupan Untuk Membayar (WTP) Dalam Pelancongan 525
Nabila Farysha Dering & Jabil Mapjabil
101. Penentuan Kecenderungan Tingkah Laku Pelancong yang Berkunjung ke Kota Kinabalu – Psikosentrik dan Alosentrik 531
Farzanna Yashera Abdulla , Jabil Mapjabil & Natasya Farhana Nazry
102. Penentuan Kuasa Beli Pengunjung terhadap Perkhidmatan Pelancongan Terpilih di Bandaraya Kota Kinabalu, Sabah 535
Nurul Izzah Ismail & Jabil Mapjabil
103. The Artificial Neuron Network for Photocatalytic Degradation of Acid Orange 7 Using Cerium Oxide (CeO₂) 539
Wan Nur'ain Awanis binti Wan Sa'ari, Vicinisvarri Inderan, Syahrul Fithry bin Senin & Nur Fadzeelah Abu Kassim
104. Perception of Digital Reading Material for Academic Purposes among UMK Undergraduates 544
Noor Syamimie Mohd Nawi, Lena Ramamurthy, Syakirah Shafien, Suhaida Omar & Nik Ahmad Farhan bin Nik Azim
105. Perception of Language Awareness through Framagram: A Classroom Example 548
Nik Ahmad Farhan bin Azim @ Nik Azim, Lena A/P Ramamurthy, Syakirah binti Shafien, Noor Syamimie binti Mohd Nawi & Shahidatul Maslina binti Mat So'od
106. Perkasa @ Aps : Solusi kepada Kerapuhan Keluargayang Mempunyai Anak Cerebral Palsy 552
Wan Rohila Ganti binti Wan Abdul Ghapar, Muhamad Fazil Ahmad, Norhashimah Yahya & Rahaya Mat Jamin
107. Poket Peka Undang-Undang Dilettante V2:Pemberhentian Kerja 556
Suria Fadhillah Md Pauzi, Muhammad Asyraf Azni, Suriyati Ujang, Azniza Ahmad Zaini & Ida Rosnita Ismail
108. Power Generation Using Thermoelectric Power Generator with Parabolic Solar Concentrator 562
Aneurin Nanggar anak Nyandang, Ir. Dr. Ts. Baljit Singh A/L Bhathal Singh & Dr. Muhammad Fairuz bin Remeli
109. Prediction of Nanostructure of SnO₂ Properties Using Artificial Neural Networks 565
Khadijah binti Mohd Suhami, Vicinisvarri Inderan, Syahrul Fithry bin Senin & Lee Hooi Ling
110. Product Development - e-Ta'awun PA Takaful+ 570
Mohd Faizan bin Mohd Afandi, Norazrisham bin Shamsuddin ,Muhamad Izmul Nizam bin Zubairi , Mohammad Firdaus bin Mohammad Hatta & Mohamad Nizam bin Jaafar

111. Promoting Malayan Emergency State by Using Gaming Platform as An Illustrative Medium 577
Mohammad Nor bin Anwar Hussin
112. ProTecME 583
Rosuzeita Fauzi, Syazwan Firdaus Abu Bakar, Roslinda Isa, Siti Nor Ismalina Isa, Diana Tasha Mohd Nazeri
113. Protein as the Building Blocks of Life 587
Rania Farzana binti Azmi, Azleen Nurkarmilya binti Azami, Nur Shafinaz binti Mohamad Salin & Wan Mazlina Md Saad, PhD
114. Pull Up Crisp Container 589
Mohamad Firdaus bin Shaari, Kamarul Asyraf bin Shamsudin & Nurul Fatimah binti Mohamad Azmi
115. RE Protect-i 592
Mohd Azeem bin Ahmad Zaini, Farid Akmal bin Fadzli, Mohd Saiful Izzat bin Mat Zahari, Wahida binti Ahmad & Mohammad Firdaus Mohammad Hatta
116. ReProDB Web Application (Research Project Database) 598
Jennifah Nordin, Afida Arapa, Ibiannaflorinciliana Niane Anthony Aning & Intan Syahriza Azizan
117. Rizbrunana: Advances in High-Fibre Biscuit Using Brown Rice and Banana Peel 609
Nurul Hafizah Mohd Yasin, Derweanna Bah Simpong, Nur Farihin binti Abd Hadi Khan & Mazne Ibrahim
118. Ready-To-Bake (RTB) Cookie Dough 615
Muna Shakirah Bt Mohamad, Norhidayah Bt Abdullah & Nursyadah Bt Nordin
119. RTGreenmFUND: Sejauhmanakah Keberkesanannya dalam Pengurusan Dana Ruang Terbuka Hijau Bandar 618
Nabilaa Mohamed, Thenmolli Vadeveloo, Zarina Mohd Zain & Roni Ekha Putera
120. TCD (Table Connector Design) 622
Ramlan Mustapha, Maziah Mahmud, Surita Hartini Mat Hassan, Siti Norma Aisyah Malkan & Nurul Hidayah Che Hassan
121. Self-Practice Ringkasan (SPRing): An Innovative Mobile Apps for Self-Practice 629
Asmahani Mahdi, Zubaidah Bohari, Abdul Hadi Abdul Talip, Nurul Lizzan Kamarudin & Zainon Haji Bibi

122. Revitalising Heritage Shophouses of Kota Bharu Kelantan 633
Yasmin Mohd Faudzi, Najah Md Alwi, Nor Hafizah Anuar, Juliza Mohamad & Nik Nurul Hana Hanafi
123. Smart 3-Wheel Bike “Empower Disabled Entrepreneurs With Technology” 638
Nurnaddia Nordin, Nurhaiza Nordin & Nur Ilyana Amiira Nordin
124. Takaful Sinar Ihsan Plus 642
Nur Adibah binti Ab Aziry, Erlyn Marlina binti A.Rahman, Nurul Izzaty binti Mohamad Ridzuan & Mohammad Firdaus Mohammad Hatta
125. Smart Keychain 648
Mohd Hifadzly bin Husrin, Adeylson Ray Douni, Muhammad Azlan bin Moh Sali & Edrin Rosley
126. Secured Multi Door Access System as A Web Application 652
Nor Shamshillah Kamarzaman, Norhayati Abdul Jamil, Noraliza Azizan, Jaaz Suhaiza Jaafar & Muhamad Syafiq Ahmad Nazri
127. Standard of Care Framework for Occupier During Pandemic Covid-19 (SOCO): A Facilitation for Understanding Law Relating to Tourism Industry 657
Mohamad Sahizam Musa, Suria Fadhillah Md Pauzi, Shamsinar Abdul Rahman, Mohd Azim Zainal & Ida Rosnita Ismail
128. Development Of Sound System Level Tools “SoQMeT” 664
Muhammad Danial bin Abu Hanafiah, Muhammad Aleef bin Mohamad Yaziz, Muhammad Aiqal bin Mohd Sazali, Adhilla binti Ainun Musir, Nurulzatushima binti Abdul Karim & Daliah binti Hasan
129. Stackable Pinewood Pallet Storage Keeper (SPPiKe) 670
Nurrohana Ahmad, Hazlin Hasan, Sharifah Norhuda Syed Wahid, Mohd Aidil Riduan Awang Kader & Mastura Mohamad
130. Sustainable Hybrid G-W Filter 676
Nur Fatin Nasuha Mhd Khatif, Fahda Nurhani Ahmad Razan, Ir. Nur Azwa Muhamad Bashar & Nurakmal Hamzah
131. Takaphone Takaful 681
Muhammad Waizzulhakim bin Othamannor, Mohd Mazwan bin Mohd Jamil, Mohammad Firdaus bin Mohammad Hatta & Sharifah Faigah binti Syed Alwi
132. Stay@Rural Application 686
Muhammad Faezzul Farhan bin Yazid, Muhammad Hakim Zulqarnain bin Ajis, Mohamad Sazlyzam bin Ledei Dawin@Salim Dawin, Mohd Ashnawi bin Ab Gani & Dr. Spencer Hedley Mogindol

133. Sajadah Pillow 689
Nor Asyiqin Nadhirah binti Roslee Afendi, Sharifah Hafiza binti Abu Bakar, Nur Khaleqa Izzah binti Ikmal Hisam & Siti Hajar binti Md Shahar
134. Pepper Casenitizer 693
Nurfatihah Syahirah binti Zaidi Rahimy, Syahira Nisha Nabila binti Mohamad Shahril, Muhammad Afiq Syahmi bin Rosli, Nur Wani Syamimi binti Yaman & Alvin Gatu
135. My_Watch - Changing the Way We Use Watches 699
Nur Athilla binti Alimin, Nur Hadirah Faqihah binti Zainudin, Siti Nadiah Afiqah binti Suhairi, Joseph Joshua Rumpungan Jr & Adrianna binti Aziz
136. Myeco Application 704
Izz Fitri bin Hairul Sham, Nur Syahirah binti Dzulkarnain , Rosseryn Soubin Lonsiong & Siti Zuraini binti Ramley Alan
137. Multipurpose Pushcart 709
Farah Adlyna Yeoh , Noor Zizy Ameleena binti Jailani , Nur Amiratul Atiqah binti Nur Azli Yaacob & Sairah Saïen
138. Multipurpose Handle Stabilizer – To Help You Handle Your Life 714
Nur Athilla binti Alimin, Nur Hadirah Faqihah binti Zainudin, Siti Nadiah Afiqah binti Suhairi, Joseph Joshua Rumpungan Jr & Adrianna Aziz
139. The Travel Amenity Pod 719
Wan Nuramalin binti Wan Hussin, Nur Alissya binti Nazri, Muhammad Takhir bin Arifuddin & Ahmad Fareez bin Yahya
140. Toothbrush 2-In-1 724
Alice Evana Anak Robert, Latijah Obaun, Staffy Stephen & Christy Bidder
141. Torch Bottle 727
Muhammad Shazwan Puzi, Farzana Suaidah binti Suzaini, Nurul Aina Balqis binti Mohd Khairul Anuar & Nur Murniza binti Mohd Zaidi
142. Tourism Application - Touch 731
Siti Hafizah binti Dzulkarnain, Amira Naqiyyah binti Mustaffa Ma'arof , Nursyahidah binti Hamzah, Nur Hidayah binti Mohammad Hazlan & Boyd Sun Fatt
143. Locallah 736
Muhammad Faliq Aizat M.Amran, Nazmeen Fatima binti Istekhar Ahmad, Nur Izzati Nabilah binti Alias, Adriana binti Mohamad Faizal & Mohd Arsy Ardy bin Mohd Hardy
144. Ez-Train Mobile App 741
Siti Aishah binti Sha'ari, Alirah Itor, Muhammad Faizzudin bin Mohd Shukor, Nur Hazeera binti Madehie & Nurafiqah binti Mohamad Musa

145. Eventgo 747
Cassandra Grace anak Hamarah, Nazira Farahin binti Nazarudin, Venessa Kumang Amen anak Victor Luna & Cindy Johnny
146. Duo-Bottle 752
Maybelyna Deborah Dick, Nurashikin Binti Hamzah, Jacqueline Henry & Nurafiqah Binti Mohamad Musa
147. 4 In 1 Safety Kit 755
Nur Maisarah Afiqah binti Mazlan, Aina Afriena binti Afandi, Aida Najihah binti A.Lukman, Muhammad Irfan bin Mazlan & Nur Murniza binti Mohd Zaidi
148. Augmented Reality Design: The Study of Property Development Marketing Tools 761
Norzaful Anuwar bin Ahmad Najamuddin
149. SMART Hygiene Kit 765
Dg Kamisah Ag Budin, Jasmine Vivienne Andrew, Faiqah Mawardi, Mohammad Firdaus bin Mohamad & Dayang Haryani Diana Ag Damit

e-INFO_JK FORMATION COMMITTEE SYSTEM FOR THE SCHOOL OF CIVIL ENGINEERING (PKA) UNIVERSITI TEKNOLOGI MARA

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ABSTRACT

The formation of committee in an organization is very important in driving the success of achieving the mission and vision of the organization. The committees established with specific functions and composed of staff at various levels can together move the organization unit to achieve the work targets set. Conventional method involved tedious manual appointment of academic staff including the preparation of appointment letter and workload calculation. This conventional method takes a longtime, unsystematic management and updating of records made it difficult for information to be accessed in the required time. In addition, it is quite challenging to ensure equal distribution of workload to be made among the organization members. For an organization with large number of staff including academic, technical, administrative, and management staff, for instance, the School of Civil Engineering (PKA) under the College of Engineering, Universiti Teknologi MARA (UiTM), several constraints will be raised in the work process of appointment of committee members and the formation of committees. To overcome the problem, this innovation highlights the digital system of the Formation and Monitoring Committee, known as e-Info_JK under the Quality Assurance Unit, School of Civil Engineering, Universiti Teknologi MARA (UiTM) Shah Alam. This e-Info_JK system is also integrated with the website of the Quality Assurance Unit and will enhance the development of

Formation and Monitoring Committee including the calculation of workload, formulation template, pivot chart for the division of committee appointment, and appointment letter retrieval. The e-Info_JK system require less time and able to minimize calculation error by establishing a score reference value to facilitate the division of the committee and ensure fair and equitable distribution among faculty members.

Keywords: Committee management, formulation template, score reference value, e- Info_JK

INTRODUCTION

The formation of committee in an organization is very important in driving the success of achieving the mission and vision of the organization. The committees established with specific functions and composed of staff at various levels can together move the organization unit to achieve the work targets set. A committee as a device for achieving coordination of activities and sharing information among various departments and divisions of an organizations (Ogbogu, 2013). Conventional method involved tedious manual appointment of academic staff including the preparation of appointment letter and workload calculation. This conventional method takes a long time, unsystematic management and updating of records made it difficult for information to be accessed in the required time. In addition, it is quite challenging to ensure equal distribution of workload to be made among the organization members. One of the efficient and effective method is the utilization of digital information incorporating the Industrial Revolution 4.0 (IR4.0) in the administration and management of committee's appointment in an organization. Digitizing public services is an essential necessity for numerous governments around the world. An improved government through digitization will not only have a growing effect on businesses, but it will also be able to intensify citizen engagement and push for economic growth (Alvarenga et al., 2020). The IR4.0 has changed not only in the manufacturing industry but also in the organization management (Mayer, 2020). Mayer & Oosthuizen (2020) found five important themes when transforming organization into the 4IR including employee management, innovative technological and systemic change, work organization, environment, and network and cooperation. Out of 9 main pillars in 4IR, cloud computing and Internet of Thing (IoT) are two mostly influenced pillars in organization management. Cloud computing is used widely as a room to store documents related to human recourses, capital resources, financial and many others. Compared to the conventional management with lots of papers for documentations, cloud computing offers those documents stored in the cloud. A study by Lv, Tan, Wang, & Yang (2018) found the group level human resource management information system based on cloud computing can help enterprises to complete the task of human resource management efficiently, which reduces the communication costs and improves the management efficiency.

For an organization with large number of staff including academic, technical, and administrative staff, for instance, the School of Civil Engineering (PKA) under the College of Engineering, Universiti Teknologi MARA (UiTM), several constraints will be raised in the work process of appointment of committee members and the formation of committees. To overcome the problem, this innovation highlights the automation of the Formation and Monitoring Committee, known as e-Info_JK under the Quality Assurance Unit, School of Civil Engineering, Universiti Teknologi MARA (UiTM) Shah Alam. This e-Info_JK system is also integrated with the website of the Quality Assurance Unit and will enhance the development of Formation and Monitoring Committee including the calculation of workload, formulation template, pivot chart for the division of committee appointment, and appointment letter retrieval. The e-Info_JK system require less time and able to minimize calculation error by establishing a score reference value to facilitate the division of the committee and ensure fair

and equitable distribution among faculty members.

Conventional method of committee appointment for large organization lead to the following problems:

1. Management of committee appointments among staff is less systematic.

The conventional method of selecting staff to be appointed as a committee require several integrations from the management, where there is no complete database recording the history of appointments and the list of appointments, causing top management to repeatedly refer to the respective division for a list of staff names. The management of appointment letters is also unstructured because it is divided into administrative staff based on categories (Academic Affairs, Student Affairs, Research, Management and Quality Unit). All of them, have different and non-uniform recording methods. This makes it difficult to search for data and information for reference in the time required.

2. Unbalance division of the committee.

As there is no available database that fully records all committee appointments and there is no good review system, hence, the division of staff to be appointed as committee members is unbalanced. For example, there are staff who are appointed as committee members for 7 different committees, while there are also staff who are only committee members for 2 committees.

3. Updates and additions of appointments are not recorded in an orderly manner.

Any information updates and additions of appointments are not processed properly, this results in inaccurate information. Especially when the top management makes the evaluation of the Annual Work Target (SKT), there are errors in the information of the staff evaluated related to the involvement in the committee.

4. Staff could not check the committee membership list.

There are staff who are confused with the number of committee members, because there is no easy and fast system, and it is difficult to review. Due to the constraints of limited staff, the review is also difficult to do in the required time. This makes it difficult for the committee to plan and execute tasks more quickly.

To overcome the limitation of conventional method, this innovation highlights the following objectives (i) to establish an Info_JK template for the School of Civil Engineering (PKA), UiTM Shah Alam to make it easier for staff to check the committee membership list and scores obtained for quick reference from time to time, (ii) to assist and enhance the division of staff (as a committee) for each Committee formed to secure balance and equitable distribution with the score value element found in this system, and (iii) to create a more systematic record of appointment information. This system is in line and embraces the wave of Industry Revolution 4.0 (IR4.0), where it provides a field for creating generations of innovators and cutting-edge innovations at the intersections of collaboration, creativity, and enthusiasm.

METHODOLOGY

The development of this system is intended to assist the management process of the appointment of the Committee in School of Civil Engineering (PKA), College of Engineering, Universiti Teknologi MARA (UiTM), Shah Alam. Based on the Committee Formation and Monitoring procedure manual, this system helps the Committee Formation & Monitoring

Committee coordinate the process of appointing members for each committee formed and the entire process is implemented digitally and automatically. This e-Info_JK system is also integrated on the website of the Quality Assurance Unit and will enhance the development of Formation and Monitoring Committee including the calculation of workload, formulation template, pivot chart for the division of committee appointment, and appointment letter retrieval. The e-Info_JK system require less time and able to minimize calculation error by establishing a score reference value to facilitate the division of the committee and ensure fair and equitable distribution among faculty members. The methodology framework for the e-Info_JK for School of Civil Engineering (PKA) highlighted in Figure 1.

The overall methodology for the development of e-Info_JK for the School of Civil Engineering (PKA) includes the following:

- i. Collecting staff appointment information at various levels through Google form. This process requires the input data from all the faculty members on their appointment information at various levels, including University level, College level and others, through web-based data retrieval via Google form. All the input data will be collected, gathered, and sorted accordingly by their full name, staff ID and appointment.

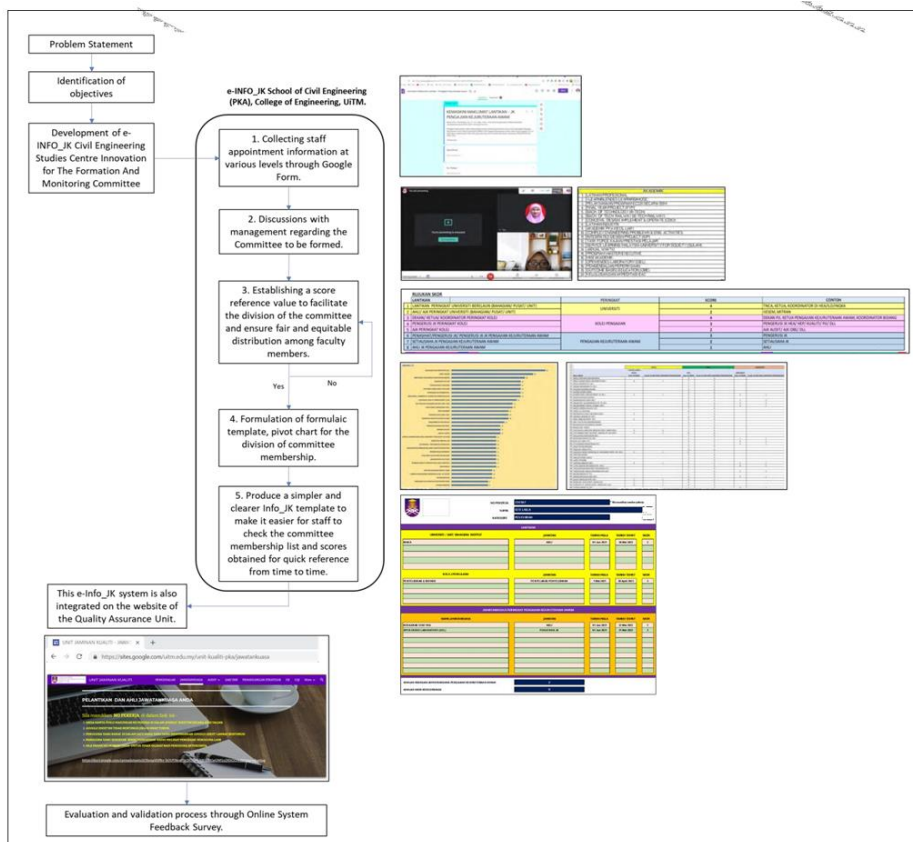


Figure 1. Methodology framework for e-Info_JK for School of Civil Engineering (PKA) UiTM.

- ii. Discussion with management regarding the Committee to be formed. Series of discussion and meeting via online platform with the Management of School of Civil Engineering (PKA) was established at this stage to confirm the academic and non-academic committee, sub-committee, and the distribution of the faculty members according to their proposed appointment. Examples of the committee include Administration and Management Committee, Academic Committee, Quality Assurance, and Industrial, Community, Alumni and Networking (ICAN). The main committee is sub-divided into sub-committee to support the target needs of the faculty.
- iii. Establishing a score reference value to facilitate the division of the committee and ensure fair and equitable distribution among faculty members. This stage involves the establishment of score reference value to facilitate the division of committee and to ensure fair and equitable distribution among the faculty members. The minimum threshold of committee appointment for an academic member is set as 5, which is equivalent to a score of 7. The minimum number of committee appointment for a technical, administration and management member is set as 3 with an equivalent score of 3. Each of the faculty member will be assigned to respective committee appointment, which will then calculate using the score reference value. This is to ensure an equal distribution of committee appointment among the faculty members.
- iv. Formulation of formulaic template and pivot chart for the division of committee membership. This stage involves the development of a formulaic template and pivot chart for the division of committee membership among faculty members. The formulaic template developed using Microsoft Excel, able to automatically calculate the accumulation score for a faculty member based on the committee membership assigned. The template also will automatically produce a pivot chart to represent the number of faculty members assigned to respective committee.
- v. Produce a simpler and clearer Info_JK template to make it easier for staff to check the committee membership list and scores obtained for quick reference from time to time. This stage involves the development of a simpler Info_JK template to assist the faculty members in checking their committee membership list and the scores obtained. The information required in the template include:

 - a. Staff ID;
 - b. Staff Name; and
 - c. Category.

The Info_JK template will display the list of the committee appointment, designation, start date and end date of appointment, and scores obtained.
- vi. Integration of e-Info_JK system to the Quality Assurance Unit website. The completed e-Info JK template is embedded into an automatic system that consist of spreadsheet displaying the list of committee membership and score obtained. This system is linked to the Quality Assurance Unit website. The faculty member (end user) can retrieve their appointment information via the web url: <https://sites.google.com/uitm.edu.my/unit-kualiti-pka/jawatankuasa>.
- vii. Evaluation and validation process. The process of evaluation is needed to obtain the feedback from the end user on the reliability of the e-Info_JK system towards creating a more systematic record of appointment information. The evaluation and validation were conducted by creating an online end user satisfaction and feedback survey via Google Form. The data analyzed in terms of thematic

findings and used to further improved the e-Info_JK system.

DISCUSSION AND CONCLUSION

The development of e-Info_JK system is intended to assist the management process of the appointment of the Committee in the School of Civil Engineering Studies (PKA), College of Engineering, Universiti Teknologi MARA (UiTM), Shah Alam. This system helps the Committee Formation and Monitoring Committee coordinate the process of appointing members for each committee formed and the entire process is implemented digitally. The results from the customer feedback highlight thematic findings from the survey such as

- i. “Very good system”
- ii. “More clearly about the administrative structure of the college of engineering studies”
- iii. “Excellent sharing of the latest organizational info”
- iv. “Very informative”

In conclusion, the system if paperless, cost and time saving, requires less human resources and signify the realization of IR4.0 in management and administration, in line with creating generations of innovators and cutting-edge innovations at the intersections of collaboration, creativity and enthusiasm.

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